

Office Administrator

~25 hours per week. ecoVeritas have a company pension with The People's Pension. Salary IRO £25k (FTE) depending on experience.

ecoVeritas are a growing environmental data consultancy, specialising in data collection and analysis for Corporate Social Responsibility. We are looking for an experienced and enthusiastic Office Administrator to provide support to the Oxford based team. This role is central to the smooth running of operations. This is a permanent position with part time hours. There is some flexibility available around the specific hours of work. The ideal candidate will have administrative experience within an office environment and be happy working on a wide range of tasks including communicating with colleagues in all parts of the business.

RESPONSIBILITIES

Supporting the CEO, CFO and Operations Director on the following aspects of the business:

Human Resources and Office Support

- Manage staff contracts, pensions and holiday system.
- Assist with recruitment as required.
- Paying bills and passing paperwork to accountant.
- Electronic and physical filing systems, timely renewal of insurance premiums.
- General office management including stationary orders, office security, insurance, HMRC, landlord liaison, contract management and health & safety.
- General administrative support such as timesheets, budget spreadsheet and other tasks as required by senior leadership.

Finance

- Payroll, pension liaison, petty cash.
- Managing client invoicing system, creating invoices in Xero and chasing overdue payments.
- Supporting the CFO and accountant with coding of bills, checking VAT returns and other accounts queries.

Marketing and Communications

- Support the Commercial team with marketing and communications activity, including (as required) updating website, blogs, twitter and LinkedIn.

Managing Systems

- Supporting the rollout of the CRM system "Dynamics".
- Managing and improving the "Non-project System".

APPLICATION PROCESS

To apply for this position please fill out the application form on our website (www.ecoveritas.com/vacancies). This should be sent to pa@ecoveritas.com along with a copy of your most recent CV, stating the position you wish you apply for (Office Administrator) in the subject line of the email.

Applicants will only be considered for this role if they have the right to work in the UK without additional visa sponsorship. The role is based in Oxford, UK. Due to lockdown restrictions candidates will be expected to work from home in the short-term.

ABOUT THE COMPANY

The focus of our work is data collection and analysis for Corporate Social Responsibility (CSR). ecoVeritas specialises in Producer Responsibility calculations and submissions globally, including Packaging Waste, WEEE and Batteries. In recent years, we have expanded into other areas of CSR data analysis including plastic, nutrition, carbon and sustainable sourcing. We provide support to over 70 companies who are obligated under the Producer Responsibility regulations.

With CSR taking a more central role in business we are seeing interest in a transition towards a circular economy model, which includes our clients wanting to take further steps to reduce, reuse, recover and recycle their packaging materials. Increasing awareness of the environmental consequences of our choices and actions is focussing our clients on how their strategies can make a positive contribution. ecoVeritas' ethical credentials are important to us and we are working with a number of large companies to meet new legislation and take the lead in driving positive changes in their environmental impact.

ecoVeritas has been in business for over 15 years, employing a highly skilled team of data analysts and using sophisticated data models and management tools. Our staff find motivation in producing accurate calculations and exceeding client expectations. We take pride in working accurately, quickly and delivering excellent customer service.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Highly organised.
- A strong team player.
- Enthusiasm for the development of a small growing business.
- Confident communicator.
- Knowledge of all Office applications.
- Strong Financial and Numerical skills.

DESIRABLE CRITERIA

- Experience of accounting software such as Xero.
- Payroll experience.
- Experience writing and editing posts on Wordpress.
- Knowledge of Dynamics CRM system.