

Administrator (1 Year Fixed Term Contract Maternity Cover)

Job Description / Person Specification

Reporting to	Finance and Admin Manager
Normal Working hours	(Part Time) 30 hours per week Full Time would be considered
Remuneration	£15.00-£17.00 per hour based on hours and experience

Standard Benefits:

Holiday	5 weeks + bank holidays
Pension Scheme	Auto Enrollment (EE's 5% + ER's 3% contributions) after successful probation
Parking	Free parking on site

Who are we looking for:

NOTE is one of northern Europe's leading contract manufacturing providers for electronics and complete products operating nine sites around the world with three in the UK.

This is a exciting opportunity to join our friendly team in Windsor. This is a varied position however the main purpose of this role is to look after all the HR tasks and assist with Finance. This includes all stages of the recruitment process and maintaining the HR database. In addition, you will be working closely with the senior team to organise meetings and hotel bookings and run month end reports. Another element of this role is to monitor the accounts mailbox and inputting the supplier invoices daily into the system.

The role is based in Windsor, the ability to work on one's own initiative is essential.

Key responsibilities:

- All HR tasks including employment contracts, changes to employee contract letters, probation reviews, referencing, induction packs for new starters, booking training and updating annual leave.
- Maintenance of the HR database to ensure this is up to date
- All stages of the recruitment process
- Hotel and Meeting bookings
- Month End Reporting for Senior Management Team
- Accounts Administration, including inputting all invoices into our in-house system, monitoring the accounts inbox and replying to supplier queries, checking all statements monthly, supporting the Finance and Admin Manager with payment runs
- Other duties as assigned

Person Specification

The person most likely to be offered this role will ideally have experience in:

- Excellent communication skills – both verbal and written
- The personality to be an effective team player
- Recruitment / HR / Office Management experience
- Proven track record in dealing with confidential / staff data
- Good computer literacy, databases, excel and word.
- Good grasp of English Language (GCSE Grade 5/D or equivalent).
- Local to Windsor (easily commutable within 30 mins)

How to apply:

Please visit the website www.note-uk.co.uk/jobs, There you will find much more information about us and the role.

Either:

Email us at jobs.windsor@note-ems.com with the following attachments:

- a completed application form (available on the website)
- an up to date CV
- a specific covering letter making it clear why you are right for this position.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)