

Ipsum Power (North West) Ltd – Office Administrator, Milnthorpe

The Company

Our vision is to be the leading customer service focused provider of specialist utility and infrastructure solutions operating on both public and private networks. Providing great customer service is at the heart of what we do, and our commitment is to deliver this safely and innovatively through our highly skilled teams - we call this the Ipsum Way.

Ipsum has grown via the acquisition of companies with strong expertise that have been operating in the UK Utility and Infrastructure sectors for more than 20 years.

We operate across a National footprint working with customers such as Openreach, United Utilities and UK Power Networks, as well as some of the UK's largest industrial and retail businesses.

We are committed to supporting and developing our people to achieve their full potential. If you join us, as well as learning on the job, we offer structured learning in the form of apprenticeship programmes and sponsoring relevant professional qualifications. If your qualification gives you membership of an accredited professional body then we will reimburse your annual membership fee. Investing in our people and enhancing our expertise and flexibility enables us to deliver the highest standard of service to our customers.

We really value our people and so we like to look after them. In addition to an attractive salary, if you work for us, you'll enjoy a range of employee benefits which you can explore more about by visiting our website www.ipsumutilities.com.

The Role

Job Purpose

You will be responsible for Coordinating office activities and operations to secure efficiency and compliance to company policies.

Principal Accountabilities

- Working with the Office Manager and Accounts on all aspects of office management, including:
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Provide support to senior management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support bookkeeping procedures
- Create and update records and databases with personnel, financial and other data.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

The Person

Qualifications

- Educated to A Level Standard
- Qualifications in office administration would be desirable but not essential.

Knowledge & Experience

- Previous experience as an office administrator or similar role
- Experience in a Customer facing role.
- Experience of Customer Relationship management
- Strong knowledge and be proficient in using Microsoft office packages – Word, Excel, Power Point etc.

Skills & Personal Qualities

- Excellent organisational skills and ability to work effectively as a team or on your own.
- Ability to work under own initiative and manage time effectively.
- Good attention to detail
- Willingness to help and to learn from colleagues.

- Strong enthusiasm and personal drive

Ipsum is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.