

Office Administrator/PA

Full time, £25,000 - £27,000 per annum

Summary:

Based in central Oxford, Summit Education Enterprise Limited (“SEE”) is a successful small business that helps UK universities design and deliver short education programmes and professional training courses for the fast-growing Chinese education market.

We are currently looking to recruit an experienced Office Manager/PA to join our team in Oxford city centre.

Key Responsibilities:

- Personal Assistant to the CEO
 - Manage diary and arrange internal & external meetings
 - Prepare documents/info packs for meetings
 - Arrange travel and accommodation for UK and overseas meetings
 - Manage correspondence (mail, e-mail, messages)
 - Attend and take minutes at board and senior management meetings
- Office team management
 - Manage correspondence (mail, messages) for the UK office team
 - Prepare documents – marketing packs, meeting agendas as required
 - Attend and take minutes at team meetings
 - Monitor and purchase stationery and supplies
- Manage office finances
 - Process purchase invoices and expenses
 - Manage petty cash
- HR administrative Support

Experience/Skills:

- Previous relevant experience in office administration role
- Experience of managing a busy diary for CEO/Chair
- Proficiency with Microsoft Office applications (Word, Excel, Powerpoint)
- Experience of processing expenses and purchase invoices
- Demonstrated process management skills
- Experience in an education institution desirable, but not essential

Key Competencies:

- Strong team player
- Flexible with ability to respond calmly to change at short notice
- Proven ability to prioritise and meet timelines and budget
- Excellent judgement and maturity to handle confidential information
- Attention to detail
- Pro-active multi-tasker
- Intercultural awareness

Working Pattern:

- Monday – Friday, 9.00am – 5.00pm
- 20 days annual leave + Statutory Bank Holidays
- Some evening or weekend work may be required during the academic programmes