

Whitespace Design Consultancy Limited has been operating for over 10 years in the commercial interior fit out industry. Originally setup as a design led supplier of contract furniture, Whitespace have developed the business to service sectors such as Hospitality, Healthcare, Education and Corporate Offices throughout the UK and Ireland.

Due to an increasing demand for our products and services we need to recruit a part-time permanent Office Administrator. This is a great opportunity for the right candidate to join a professional and friendly company environment.

Job Title: Office Administrator

Main Duties

- Prepare sales orders and any other documents that may be required.
- Issue invoices and statements to clients.
- Raise discrepancies on any order acknowledgements and purchase orders.
- Ensure all paperwork is documented on company SharePoint.
- Liaise with contractors & suppliers.
- Preparing PowerPoint presentations.

General Duties

- Provide general administration support to management and assist with overflow work as needed to ensure that the office runs smoothly, and that paperwork is kept accurately filed/stored in a tidy office environment.
- Photocopy, print and scan various documents as required.
- Answer telephone calls when required and redirect to the appropriate person.
- Immediately escalate any customer queries to the team member.

Essential Criteria

- Proficient in Microsoft Suite, particularly PowerPoint, SharePoint and Microsoft Excel.
- GCSE or equivalent in English & Maths
- 2+ years' experience gained in an office environment.

We are looking for someone who is self-confident, motivated, and experienced. You will be flexible and adaptable to changing priorities and enjoy getting things done whilst working as part of a team. The role offers good variety and job satisfaction.

20 Hours per week (flexibility and salary to be discussed at interview). Offices are modern and spacious in the Harbour Estate, Belfast with free car parking.

Interested in joining our team? Email your CV & Cover Letter to info@whitespaceni.com

Closing date: Friday 18th June 2021 at 5pm