



**CLOSING DATE**  
19 January 2021

## BUSINESS ADMINISTRATOR

### SUMMARY

We are seeking a Part-time (29 hours 20 minutes per week) Business Administrator to join our administration team supporting an international business with offices in Japan, USA, Asia and Germany on an initial Fixed Term Contract of 8 months.

### JOB ROLE

The role of Business Administrator will follow established procedures and guidelines to provide a timely and effective administration support to an office, business unit, department or other organisational group. Duties will include:

- First point of contact for telephone calls. Responsible for screening calls and take messages from external or internal sources so that callers/visitors are dealt with promptly, courteously and accurately.
- Accurately transcribe, type, format and proof-read a variety of material (for example correspondence, invoices, contracts, meeting minutes, reports, speeches and presentations) using word processing, presentation, graphics and spreadsheet software.
- Coordinate internal and external meetings, ensuring efficiency. This may include scheduling meeting times, making travel arrangements for attendees and ensuring that various meeting amenities are available, such as food, drinks and equipment.
- Perform other administration tasks according to established guidelines and process so that these activities are completed accurately and on time. These activities may include filing, data processing or working with other databases and IT systems.
- Communicate with external suppliers including but not limited to travel companies, courier service, stationary suppliers etc in order to deliver a comprehensive administration service

### REQUIREMENTS

The successful candidate will have 5 GCSE's or equivalent and be an experienced administrator, with excellent communication, organisation and Microsoft office skills.

**Victrex values diversity and encourages applications from all sections of the community. Please talk to us about flexible working.**

### ▶ TO APPLY

In addition to a competitive salary we also provide a range of attractive benefits, including company pension and healthcare schemes. If you believe you have the drive and potential required to join our team, please email your CV to:

[HR@victrex.com](mailto:HR@victrex.com). (No Agencies)

### ABOUT VICTREX

Victrex is an innovative world leader in high-performance polymer solutions, focused on the strategic markets of automotive, aerospace, energy (including manufacturing & engineering), electronics and medical. Every day, millions of people use products and applications, which contain our materials – from smartphones, aeroplanes and cars to oil and gas operations and medical devices. With over 35 years' experience, we develop world leading solutions in PEEK- and PAEK-based polymers and selected semi-finished and finished parts which shape future performance for our customers and our markets, and drive value for our shareholders.

[www.victrex.com](http://www.victrex.com)

