



Job description

Office Administrator

Do you want to change something in 2024? Are you tired of your current job and looking for new challenge? Join our Team!!! We provide service for fast-growing chain of bakeries, coffee shops, and restaurants etc.

Caterglobe is inviting applications for the position of a qualified office administrator ideally London-based. This position requires a candidate who is highly organized, detail-oriented, and able to multitask effectively. The Office Administrator will play a crucial role in ensuring the smooth operation of the office by providing administrative support to staff members. If you are a proactive individual with excellent communication skills and a strong work ethic, we encourage you to apply. As part of the office support team you will be responsible for the following:

Responsibilities:

- Perform general administrative tasks such as answering phone calls, responding to emails, and handling correspondence.
- Maintain and update office records and files.
- Assist in scheduling appointments and meetings.
- Coordinate travel arrangements for staff members.
- Prepare and distribute memos, letters, and other documents.
- Conduct data entry and maintain databases.
- Assist in organizing office events and meetings.
- Manage office supplies inventory and place orders when necessary.

Qualifications:

- Proficient in computer skills, including the use of Google Suite and Microsoft Office.
- Excellent phone etiquette and communication skills.
- Strong organizational skills with the ability to prioritize tasks effectively.
- Attention to detail and accuracy in data entry and clerical tasks.
- Previous experience in an administrative or office support role is preferred.

 enquiries@caterglobe.co.uk  02089200817

 1797422460 (VAT)  <https://caterglobe.co.uk>

 08668316 (Comp. Number)  Unit 6 U, Bounds Green Industrial Estate, South Way, London, N11 2UL



CATERGLOBE

FOODSERVICE EQUIPMENT

- Familiarity with Xero or other accounting software is a plus.
- Ability to type accurately and efficiently.

Job Type:

- **Monday to Friday 8:00 am - 5:00 pm**
- **Job Types: Permanent, Full-time**
- **Salary: £26,000.00-£32,000.00 per year depend on experience**
- **If you have any questions, do not hesitate to give us a call: 02089200817**

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