



16th September 2021

Job specification – Office Assistant

Superdielectrics (www.superdielectrics.com) is a breakthrough energy storage innovator based in the Cambridge supercluster at Chesterford Research Park.

We are looking for a reliable, organised office assistant to manage day-to-day administrative aspects of the office. The successful applicant will have an eye for detail, positive attitude alongside good client-facing communication skills. You will be responsible for general office duties.

The role includes but is not limited to:

- Electronic and paper filing, photocopying and general office duties
- Assisting with accepting deliveries and raising purchase orders
- Answer telephone and transfer to relevant person / take messages
- Attending to emails
- Responsible for stationery and office supplies
- Deal with customer queries
- Data entry
- Chase outstanding supplier orders
- Assist with implementing new systems
- Assisting the Office Manager with invoices and payment runs

Other Responsibilities

- Willingness to do other various duties that the role requires.

The Candidate

To be successful in your application, you will be able to demonstrate the following attributes:

- Proven office experience in admin
- Must have strong attention to detail and accuracy skills
- Strong communicator
- Proficient in Microsoft software including Excel, Word, Outlook and PowerPoint
- Strong mathematical skills
- Excellent organisational and time management skills
- Good written and verbal communication skills
- Can work well both independently and in a team
- Methodical and logical thinking
- Organised approach to problem solving
- Good communicator via email, telephone and in person
- Friendly, approachable, and enthusiastic.
- Works well with systems and can follow policies and procedures

Please contact Nick Heap if you would like to discuss this job opportunity:

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