

Office Administrator.

Type:	Location:	Start date:	Rate:	Apply:
Part time, permanent	South Oxfordshire	ASAP	£15 per hour/20 hours per week	careers@itsjuice.com



About the role

We are looking for an organised Office Administrator to look after the Juice team and offices on a part-time basis, weekday mornings 9am to 12pm.



About You

You'll have working experience of administration duties and be cheerful and welcoming, whilst also possessing great attention to detail. You'll enjoy ensuring the Juice ship runs smoothly, looking after service contracts and office supplies, help organise diaries, rotas and ensure the company vehicles are regularly maintained.



Skills required

- Be personable, to answer incoming calls in a warm, confident and happy manner
- Be the face of the business to meet and greet our client and visitors
- Be organised with great attention to detail to ensure the office has what it needs at all times
- Ensure any health related policies are implemented in the office
- Have strong communication skills and a can do attitude to help out where needed
- Take pride in the Juice office space and help maintain a great place to work
- Be the focal point and go to person for any office related requirements
- Enjoy organising lunches and other client related requirements



The package

- Competitive salary with annual review and incentives
- Comprehensive private healthcare including mental wellbeing package
- Private travel insurance for you and your family, including Covid cover
- Professional development training budget
- 5% employers contribution pension scheme
- Cycle to work & salary sacrifice car scheme for however you wish to travel in
- Free parking & electric charge points
- Office wellbeing, standing desks for staff, free eye tests and flu jabs
- Calm, spacious offices, surrounded by countryside to walk or go for a lunchtime run
- Pizza oven, BBQs plus all the tea and barista coffee you can drink
- Compassionate leave and time off for dependents allowance
- 25 days annual holiday, plus bank holidays pro rata



About Juice

A creative agency that boosts brands and fuels growth. We're thinkers and makers. Status quo challengers. Opportunity chasers.

We create the good stuff brands need to fuel business growth. Combining creative and strategic imagination to help clients see the best way forward and the tech and production know how to make it happen.

We make anything that moves (web apps, websites, video, animation) and a few things that don't (print, and the occasional board game). And have an impressive client list, including BMW Group, InterContinental Hotel Group, McLaren, Odeon Cinemas, Dunlop, all of whom we love working with. And we are happiest of all when our clients come back to us for more.

We 'generally' live in a beautiful, converted barn with a fabulous coffee machine in the heart of Oxfordshire. We love the team in the office working alongside each other but are open to discussions around remote working given the current Government guidelines.

If we sound like your kind of place, we'd love to hear from you.

JUICE.