**Shannon**

Someone who:

* Is very organised
* Is able to meet deadlines and manage their own timetable
* Can take initiative
* Doesn’t need to be reminded
* Is friendly and approachable
* Is confident answering the phone
* Can carry out document control
* Has a keen eye – attention to detail
* Invests time to get it right vs speed
* Can work independently
* Will ask necessary questions and go away and get on with the task
* Writes everything down
* Can juggle different tasks e.g. using spreadsheets and doing marketing activities
* Is confident enough not to have work checked
* Likes to do things their own way – doesn’t need lots of reassurance
* Has strong written and verbal communication skills

Not pressured with time

4-5 tasks in the day

You can always ask questions to the directors – someone that writes everything down

Varying tasks e.g. spreadsheets and creative

Nobody checking – flexible, you can do things how you like to do them

Working on the website, social – marketing

5 days a week in office – could get tram from city centre or drive

Core hours 9.30pm-4 make up hours around that. Friday can leave at 12 if make up hours earlier in the week.

BLUE

Friday 8th September leaving

Written and verbal communication most important – organised and good deadlines, sort own timetable

Timetabling questions.

Directors don’t even know her processes

**Office Administrator Job spec**

Do you want to work somewhere fulfilling? Where you’ll learn new skills in a supportive environment? Have you decided that a big corporate isn’t for you? Excited at the thought of joining a close-knit environment where you can really make your mark?

If this sounds like you, we’d love to hear from you.

We’re Pollen – an equal opportunities careers platform for young people – and we’re proud to be working with an amazing employer called HPS.

**About HPS:**

HPS (Hart Process Services) is an engineering business, based in Stockport. They help clients with their engineering and design processes, and provide them with consultative services to make the best decisions about their projects.

HPS offer a full range of process engineering services from consultancy to concept studies, through to front end engineering and detailed design.

**About the role:**

This entry-level position involves a range of responsibilities that support the business in running smoothly. As part of this, you will be:

* Acting as a “front of house” for the business, welcoming guests and taking calls
* Working with spreadsheets
* Managing social media marketing activities
* Carrying out administrative tasks to keep everything running like clockwork
* Quality checking documents and sending them out to clients

There’s plenty of variety and opportunities to learn!

HPS are committed to providing a supportive working environment to junior team members and this is a brilliant opportunity where you can learn the ropes of office administration, with the potential to progress into other areas of the business too.

You will love this job if you:

* Are super organised, proactive and a confident multi-tasker
* Enjoy a variety of different tasks, involving numbers, creativity and people
* Feel confident working independently without too much direction
* Are a friendly communicator who enjoys meeting new people
* Have a keen eye for detail, leaving no stone unturned until a task is complete

You could have recently left education, feel you’re overqualified for the job you’re already doing, or looking for a complete career change altogether. We welcome all applicants, irrespective of experience or academic background.

If you're excited at the thought of being part of a growing business then this job could be for you.

**Job Type:**

Contract: Full-time

Location: Office-based in Stockport

Salary: £23k+

Start date: ASAP

**Benefits:**

* Flexible working hours
* Opportunity for learning and development
* Fair compensation
* Open, relaxed and transparent culture
* Other compensatory benefits

**Application process:**

Please head to <https://www.pollencareers.co.uk/get-started> to apply! After that we’ll send you a short challenge which relates to the job you’ll be doing at HPS. Our processes are designed to be quick and fun – this is all about finding the right match on both sides.

You will receive feedback after you’ve completed the challenge and if you’ve been successful, will be invited to interview with HPS.

**Our commitment to diversity, equity and inclusion:**

We actively encourage candidates from underrepresented communities to apply.

At Pollen, we are revolutionising the hiring process for entry-level job seekers. We make every effort remove biases, ensure complete transparency and provide every applicant with a positive experience.

Please note that we do not screen CVs or covering letters as part of your application. To be considered, you will need to complete the sign-up quiz on the Pollen site - <https://www.pollencareers.co.uk/get-started>. At the end of the quiz you will be able to select this job to progress through to the next stage.

We will provide feedback to every candidate that applies, and if this job isn’t right for you, we’ll do our best to help you find one that is.

Pollen x