

Office Assistant

Location: Brackley, Northamptonshire
Contract: Permanent - part time (30 hours a week)
Report to: Managing Director/Operations Director
Salary: Up to £18,000 per annum (pro rata for 30 hours)

Due to growth KW Special Projects Ltd requires an excellent all-round administrative assistant with initiative to join our growing business on a part time basis - 30 hours a week.

About KWSP

KWSP operates within the high performance engineering sector – designing, manufacturing and supplying complete solutions.

Founded by Kieron Salter, (founder and MD of KW Motorsport Ltd), KWSP provides services to meet the rapid growth in demand for a non-conventional approach to the integration of new processes and technologies into high performance engineering and manufacturing.

Guided by the principles of motorsport, the need for speed, efficiency and precision through the use of technology, materials and processes, KWSP takes a disruptive approach to a clients' creative ideas - facilitating the transfer of knowledge from one sector to another.

The role

To provide effective support to the Managing Director, Operations Director and Engineering team. We are looking for an organised individual with excellent administrative abilities and superb communication skills who can fit in with a small, busy and extremely forward thinking team seamlessly. You will have a strong background in administration and the confidence to work autonomously and on diverse tasks in a busy environment.

This role could offer flexibility around school hours or required hours. The role could also have the potential to develop and grow with the person – you could play a part in shaping the direction of the business

KWSP deals with high value clients. As a high performance engineering business with a “motorsport ethos” we demand the same degree of performance from all members of the team. You should be prepared to work in a fast paced team environment.

Responsibilities to include:

- Assisting the Managing Director with financial data inputting to include sales invoices and purchase invoices, expenses, receipts, sales income and purchase payments

- Reconciling the petty cash
- Ensuring the office and accounting filing is up to date and superbly organised
- Assisting Operations Director with HR admin
- Photocopying and scanning as required
- Assisting with marketing materials
- Assisting with booking events and organising logistics and travel for events
- Scheduling meetings and appointments when required;
- Preparing documents and printing for scheduled meetings when required;
- Managing incoming e-mails, telephone calls, post;
- Managing and arranging all travel requirements when required;
- Diary management, appointment scheduling when required
- Assists with the organisation of social activities (team building, client training events);
- Maintaining a consistent and professional corporate image with all communications;
- Taking meeting notes where required

Person Specification: Core competencies and experience

Required:

- You will be highly proficient in Microsoft Office including Excel and Word
- You will have at least 5 GCSE's (or equivalent) at grades A-C (to include Maths and English)
- You will be highly numerate and articulate, with excellent interpersonal skills and well presented
- You will be hard-working, diligent - happy to both work under direction and within a small team equally you will use your initiative when needed
- You will show attention to detail including good record-keeping.
- You will be able to work effectively under time pressure
- You will be trustworthy and able to maintain confidentiality
- You will have excellent communication and organisation skills
- You will have good time management skills

Desirable:

- Experience within a similar environment
- Knowledge of basic bookkeeping/accounts would be an advantage
- Ability to use Quick Books

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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To apply for this role please send a CV and covering letter to info@kwspecialprojects.com. In your covering letter please provide examples to demonstrate you have the competencies, skills and experiences referred to in the Person Specification section. If you have any questions about this role please call Sophie Kilmister on 01280 704768.

The deadline for applications to be received is 31st January 2015 with interviews to be held mid -February.