

Administrator / Office Manager

Job Description



OVERVIEW

The Administrator / Office Manager will report to the Finance Manager.

Within the offices of KEMITO, the Administrator / Office Manager will be responsible for: administration and office management. This will include a variety of administration, clerical duties and office support, ie receive and direct telephone calls and visitors; provide information and assistance to all departments in relation to your function. Occasionally, back up for the Logistics Department, within the European Distribution Organization. Maintain and follow KEMITO systems and procedures for operating efficiency. Act as a facilitator between the different teams, as well as analyse and process of service provider invoices.

RESPONSIBILITIES AND DUTIES

• Administration

- Input of Service Provider Invoices into Globaltrade (RCC).
- Check service provider invoices for accuracy (Company, VAT number, price charged, important transport documents available, expiration date).
- When required, request credit notes / corrections / extra documents.
- Link all costs, line by line to related transactions in Globaltrade (RCC).
- Adhere to all VAT requirements in all the various countries.
- Deal with supplier reminders statements.
- Reconcile Service Providers accounts.
- All processes and procedures to be implemented in the Globaltrade (RCC) adhering to the company procedures.
- Keep orderly filing system for the Service Provider invoices.
- Undertake certain controls in Globaltrade (RCC) regularly to ensure correct data input.
- Issue Customer invoices, from time to time, as required.
- Keep accurate Customer data, Delivery addresses, VAT numbers in Globaltrade (RCC).
- Send Customer statements from Globaltrade (RCC) as required.
- Send all customer invoices electronically and by post.

• Office Management

- Welcome all visitors and register them at reception.
- Type presentation materials and other various documents ad hoc.
- Pack and ship samples via courier services.
- Assist team with planning events and meetings, flights, hotels on an ad hoc basis.
- Answer external and internal calls and relay accurate messages.
- Manage and order stationery and supplies as well as pantry care.
- Manage the Managing Director's agenda.
- Perform all other duties as required.

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EXPERIENCE AND QUALIFICATIONS

- **Experience**
 - Proven track record in a complex and international environment.
 - Customer service, logistics or warehousing knowledge is required, experience in Warehouse environment is a plus.
 - European VAT regulations know-how.
 - RCC data base that will have on job training
- **Personal characteristics**
 - To have a professional approach.
 - To be solution driven.
 - To have a sense of urgency.
 - To be a strategic thinker and process minded.
 - To have the ability to connect with different stakeholders and identify right priorities for the team and company.
 - To have an open mind-set and engaging attitude to build strong collaboration with third parties.
- **Skills**
 - Competent computer skills including:
 - Using the internet and email.
 - Application skills in MS Excel, MS PowerPoint, MS Word.
 - Maintain high standards of housekeeping.
 - Languages: English and other languages are preferable.
 - Planning and organisation.
 - To be cost effective in the utilisation of Kemito's resources, thereby contributing to its profitability.
 - To understand and adhere to all tasks, departmental, site, as well as company safety rules and standards.
 - To be able to respond quickly to customer concerns.

To apply for this position, please contact Simon Mason by email, including your:

- Contact details.
- Curriculum vitae.
- Available start date.

Simon Mason, Managing Director, KEMITO
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