



**Hann Tucker Associates**  
Consultants in Acoustics Noise & Vibration

## **Permanent Office Administrator**

### **Woking Office**

Hann Tucker Associates have been established for over 50 years and are one of the largest independent Acoustic Consultancies in the UK with offices in Woking (ca 30 staff) and Manchester (ca 7 staff).

An opportunity has arisen for a full time, permanent Office Administrator to support our team of Acoustic Consultants and Directors in our Woking office. Hours Monday to Friday 9 – 5.30 p.m.

### **Experience required:**

- Previous experience in a similar role (desirable but not essential)
- Proficiency in Word, Excel and Outlook.
- Good telephone manner.
- Ability to work as part of a team.

### **Key Responsibilities:**

- Manage incoming phone calls, passing detailed messages on effectively and efficiently.
- Typing, formatting, proof reading and emailing documents as required.
- Continuous update of ISO 9001 accreditation.
- Assist in any marketing requirement.
- Ensure weekly timesheets are completed.
- Assist with invoicing and debt collection.
- Assist in setting up internal meetings, including organising catering, invites to attendees etc.
- Organising stationery, post and couriers.
- Ensure all consumables are kept at a good stock level.
- Any ad hoc duties, requests and initiatives to ensure those supported can work efficiently.
- Occasional holiday cover required for part time colleague.

### **Benefits:**

- 37.5 hours per week Monday to Friday 9am to 5.30 pm (with one hour lunch break)
- Attractive salary (£25k)
- Annual bonus scheme
- Holiday allowance (24 days)
- Car parking provided