



Job Advert – Administration Officer (FT/PT)

Due to continued growth, ProAxis Limited is now recruiting for an Administration Officer to support all areas of business within the Company. This position will be based at our offices in Belfast.

This can be either a full-time or part-time role, with a full-time equivalent salary starting at £16,000 per annum. The appointed Administration Officer will report to Dr Kelly Moffitt, the Chief Operating Officer.

The deadline for applications is **5pm on Friday 13th November 2020.**

JOB PURPOSE:

To be an active member of the ProAxis team, undertaking administrative duties relating to various areas of the company business.

MAJOR DUTIES:

1. Generation and processing of purchase orders, delivery dockets and sales invoices;
2. Carry out routine administrative tasks;
3. Maintenance of Sales and Purchase databases;
4. Cost analysis of goods;
5. Typing of reports and updating of project related materials;
6. Management of documents including scanning and filing;
7. Answering telephone calls and responding to queries and requests;
8. Welcoming and management of visitors to the company;
9. Provide secretarial and administrative support to management;
10. Ensure that work is carried out in line with Standard Operating Procedures and local policies;
11. Comply with Health and Safety Procedures affecting self and others;
12. Carry out any other duties which are appropriate to the post as may be reasonably requested by the supervisor.

ESSENTIAL CRITERIA:

1. A minimum of 5 GCSE/O'Levels including English and Maths;
2. Proficient in the use of Microsoft Word and Excel;
3. Previous administration experience;
4. Ability to work within established procedures but with minimal supervision;

5. Ability to plan own work schedule responding to new pressures and adjusting priorities to meet deadlines;
6. Problem solving skills;
7. Strong Team Player;
8. Good communication skills – able to communicate effectively and politely, both verbally and in writing with employees, managers and customers.

DESIRABLE CRITERIA:

1. GCSE or A 'Level in Life Sciences Subject
2. Experience in a Pharmaceutical/Health Care/Life Sciences Setting

For further information about the company, please visit www.proaxis.com

If you believe that you possess the skills and experience to support the company's drive for future growth then please send your CV with a cover letter email entitled "Administration Officer Application" to careers@proaxis.com

No recruitment agencies please. ProAxis is committed to responding to all applicants, including those not selected for interview, but due to the high number of applications we receive for job openings, there may be a time delay for this.