

Office Administrator.

Type:	Location:	Start date:	Rate:	Apply:
Part time, permanent	South Oxfordshire	ASAP	£15 per hour/20 hours per week	careers@itsjuice.com



About the role

We are looking for an organised Office Administrator to look after the Juice team and offices on a part-time basis, weekday mornings 9am to 2pm, Monday - Thursday.



About You

You'll have working experience of administration duties and be cheerful and welcoming, whilst also possessing great attention to detail. You'll enjoy ensuring the Juice ship runs smoothly, looking after service contracts and office supplies, help organise diaries, rotas and ensure the company vehicles are regularly maintained.



Main duties, responsibilities and accountabilities

- Field and direct incoming calls in a warm, confident and happy manner
- Meeting and greeting – treating our clients like house guests and making sure they receive VIP treatment
- Managing the JUICE Cycle to Work scheme
- Organising catering and general hospitality
- Ensuring all areas of the office are well-presented
- Enforcing policies around office presentation, e.g. the cleaning rota
- Ensuring kitchen and bathroom facilities are well stocked – fruit, chocolate, coffee and tea, hand-wash etc.
- Managing office supplies incl. stationery and printer ink
- Assistance in managing the landlord and other suppliers e.g. window cleaner, vehicle valet etc.
- Supporting fleet management e.g. MOTs, insurance, servicing etc.
- Managing the company online diary, ensuring staff re booking office attendance & holidays
- Managing employee mobile phone contracts and renewals
- Managing petty cash
- Keeping risk assessments and pat testing up to date (yearly)
- Keeping staff training for First Aiders and Fire Wardens up to date
- Organising work station assessments & inductions for new starters
- Organising Christmas mail outs and booking the Christmas lunch
- Dealing with ad-hoc admin duties as required.
- Water plants weekly
- Organise staff catering once weekly
- Charge security Camera Batteries
- B Corp support champion
- Juice event planning
- Support others in day to day tasks/research when required
- Proactive nature that can work independently and as part of a team

Juice Benefits

- Health insurance for you
- Travel insurance for you and your family
- Better than average pension contribution (salary sacrifice, tax efficient)
- Bonus schemes
- Tesco vouchers
- Training budget
- 25 days holiday plus bank holidays
- Extra holiday after 5 years service
- Free Juice lunch every week
- Salary sacrifice Tusker car scheme
- Cycle to work scheme



About Juice

A creative agency that boosts brands and fuels growth. We're thinkers and makers. Status quo challengers. Opportunity chasers.

We create the good stuff brands need to fuel business growth. Combining creative and strategic imagination to help clients see the best way forward and the tech and production know how to make it happen.

We make anything that moves (web apps, websites, video, animation,) and a few things that don't (print, creative campaigns, branding, advertising. And have an impressive client list, including BMW Group, MINI, Cayman Island, Highland Spring, Wattif EV, Reaction Engines, Dunlop, all of whom we love working with. And we are happiest of all when our clients come back to us for more.

We 'generally' live in a beautiful, converted barn with a fabulous coffee machine in the heart of Oxfordshire.

If we sound like your kind of place, we'd love to hear from you.

Diversity, Equity, and Inclusion

At Juice we're proud to be an equal opportunities employer and encourage applications irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation. So, whoever you are, whatever your background, we want to hear from you.

JUICE.