

Job Role: Office and Warehouse Administrator

Hemisphere West Europe is looking for a full-time office & warehouse administrator to join our growing team, this is a role for a solid all-rounder that enjoys a variety of tasks on a daily basis. The ideal candidate for this position is a team player who is a self-skilled multi-tasker, is reliable and is committed to constantly meeting deadlines.

Hemisphere West Europe is a family business. We are a professional team who are friendly, respectful, fun and really take a pride in what we do.

Since 2004 Hemisphere West Europe Ltd (HWE) have specialised in providing payment solutions to OEM's and merchants. Originally involved in the bank note and coin acceptance environments, HWE has progressed to concentrate in acceptance of Credit / Debit card payments by providing hardware solutions in both the unattended and attended card present market.

We are looking for someone who would:

- Support in all areas of office administration
- Account and bookkeeping support
- Supporting sales team and supplying account management support.
- Support for warehouse operations as required.
- Book in dispatches for delivery and collections
- Excellent attention to detail
- Proficiency in Microsoft Office
- Strong verbal and written communication skills
- An excellent telephone manner
- An enthusiastic and positive work ethic

Job Type:

- Full-time position
- 100% office based

Salary:

- £20,000 to £24,000 depending on experience.

Benefits:

- Pension Scheme
- On-site parking
- 25 holidays per year (after qualifying period)
- Discretionary annual staff bonus (after qualifying period)

Desirable Experience:

- Worked in an Office environment.
- Has experience of warehouse operations.