

JOB DESCRIPTION

Job Role	Office Administrator
Location	Role based at Hypermotive's Engineering Office in Lutterworth, Leicestershire
Reports to	
The role	
<p>Hypermotive are an innovative, industry respected and rapidly growing engineering and manufacturing business in the eMobility sector. With a reputation for excellence, we are recognised as leaders in the supply of Electric Vehicle and Fuel Cell System integration and Wiring Systems design and tier 1 manufacturing operating across multiple sectors. A highly capable, diverse, and dynamic team, we offer a fun, fast-paced working environment with a strong commercial focus. A highly capable, diverse, and dynamic team we offer a fun, fast-paced working environment with a strong commercial focus.</p> <p>As a key member of the Hypermotive Operations Team the Administrative Assistant will be responsible for supporting the executive team and wider business with general business administrative tasks.</p> <p>Your responsibilities will include:</p> <ul style="list-style-type: none"> • Reception Duties • Answering the switchboard and directing calls • Supporting other Operations functions such as: <ul style="list-style-type: none"> ○ Accounts Payables and Purchasing teams (e.g. with scanning, processing and filing supplier invoices) ○ Supporting Engineering team (e.g. with ERP data entry, processing goods receipts & shipping documents) ○ Supporting HR administration (e.g. maintaining HR records) ○ Supporting Commercial team (e.g. maintaining customer database) • PA to the Chief Executive and Executive Team <ul style="list-style-type: none"> ○ Diary management ○ Organising business travel, transfers and accommodation ○ Organising logistics and catering for business meetings • Opening and re-directing post <p>You will work closely with all other functions within the business, and across the sites in the UK and Europe (Germany).</p>	
Education and Skills Requirements	
<p>Education:</p> <ul style="list-style-type: none"> • GCSE or equivalent in Maths and English • 3+ years' experience in relevant role and similar industry desirable. <p>Skills & Experience Required:</p> <ul style="list-style-type: none"> • Experience in an administration/office support role • Excellent time management skills • Excellent communication skills • Excellent organisational skills 	

- Experience of diary management/PA
- Experienced in answering and directing calls
- Experienced in meet and greet of visitors
- Experience of business travel and accommodation booking

Skills preferred:

- Experience in Accounts Payable desirable
- Experience in Accounting softwares such as Sage desirable
- Experience of CRM softwares such as Capsule desirable
- Experience with HR Administration desirable
- Some knowledge of German language helpful

Personal attributes:

- Flexible attitude
- Good written and verbal communication skills
- Process-driven approach
- Team player, able to engage with customers and other industry partners
- Self-motivated with a proactive approach to work
- Adaptable and able to multi-task across several projects at one time

Hypermotive can offer:

- Engaging, varied and challenging work across a range of sectors
- Competitive rates of pay and generous holidays
- Highly flexible working arrangements - We offer flexible working within core business hours and hybrid working for appropriate roles
- Pension scheme
- Healthcare scheme
- A culture which recognises contribution and encourages innovation and creativity
- Strong industry knowledge, expertise and a reputation for excellence