Business Support Administrator – Part Time

We are one of the leading IT businesses in region working with local businesses and schools.

There is an exciting opportunity to join our team as a part time Business Support Administrator.

We are hoping for around 25 to 30 hours per week and offering £9.00 to £12.00 per hour depending on experience.

Reporting to the Business Support Manager, you will be part of an integral team that keeps our business running smoothly.

There is some flexibility around the hours and days. However, we are looking for a fixed commitment on the agreed hours.

The role is ideal for someone that enjoys working in a clever and busy company. The tasks are quite varied and includes:

* Some accounts related admin such processing or sending invoices using our online invoicing system
* Proficiency in MS Office (MS Excel, Word, Outlook, in particular)
* General admin such as spreadsheets or letters
* Maintaining our team calendar and arranging some of our regular repeating meetings
* Answering the phone, emails or online chat
* Welcoming visitors from time to time
* Sales Support Admin such as helping with quotes
* Updating content or prices on our websites and online shop
* Speaking to suppliers regarding invoices or placing an order

We invest in our team and have created a great working environment. Training and support will be provided for this role to ensure you are the best you can be.

**What’s in it for you:**

Great working environment and team

Great working hours

Competitive salary

Medical Plan
Company Pension Scheme

Birthday Bonus

Annual Leave 31 days for a full time employee (including 8 bank and public holidays) with increases over years of service

**LOCATION:** Girton, Cambridge, CB3 0QH

**JOB TYPE:** Permanent – Part Time

**START DATE:** As soon as possible.

Please send your CV to careers@breathetechnology.com