



POSITION:	OFFICE / ACCOUNTS ASSISTANT	Unit 11 Wedgwood Road Bicester Oxon OX26 4UL
REPORTING TO:	FINANCE DIRECTOR	
HOURS:	FULL OR PART TIME	Telephone: +44 (0) 1869 353830 Fax: +44 (0) 1869 353831
SALARY:	NEGOTIABLE	www.hardide.com

We are looking for someone to join our small office team at our Bicester facility. This will be a varied role in which personality is probably as important as experience. The ideal person will be calm, organised and computer-literate.

Key responsibilities will be:

- Telephone answering, forwarding calls and taking messages
- Reception duties, greeting visitors and organising refreshments for meetings
- Office administration, post in and out, printing and binding and filing
- Purchasing, including raising requisitions ensuring they are appropriately authorised, raising purchase orders, and matching paperwork.
- Assisting with shipping, ensuring correct customs procedures are used
- Accounts – as much or as little as you feel comfortable with, it would be useful if you have some previous experience or are studying, as this is a multi-company, multi-currency operation using two different packages
- Assist with maintenance of customer, communications and process databases, and help out with marketing and PR administration. Recording annual leave and sick absences.
- Generally get stuck in to whatever needs doing

This role could be either part time (5 days a week, minimum hours 9am – 2pm daily) or full time to suit a college leaver.

Please email your CV to Peter Davenport, pdavenport@hardide.com, with a brief covering letter.