



## **Virtus Consult - Office Administrator – 25-30hrs, £22-25k pro rata**

### **Location – Birmingham City Centre**

**The Company:** Virtus Consult is an award winning construction consultancy that specialises in Project Management, Quantity Surveying and Energy Consultancy. Over the first ten years in business we have developed a reputation for listening to their clients, delivering on our promises and “going the extra mile”.

**The Position:** We’re looking for an Office Administrator 25-30hrs over 5 days a week (Monday-Friday). The pay range we’re offering is £22-25k pro rata dependent on experience.

As with any small and growing business flexibility and adaptability is key, and whilst the Office Support responsibilities can be notionally divided there is an expectation that the new Office Support team member will work as part of the team to manage the combined workload.

**Responsibilities:** *Full details of the role can be found on the job description, sent on request.*

- Answering the phone, on-hold messaging, call forwarding
- Sales & Purchase ledger – use of Xero our accountancy software
- Stationary & PPE orders
- Diary management, travel, accommodation bookings and expenses
- Greeting visitors & clients

#### **Requirements:**

- Although not essential a background in accountancy would be ideal, however training can be given.
- Competent on Microsoft packages
- Excellent communication
- Team Player
- Excellent literacy, Math’s and IT skills
- Great organizational skills

If you think that this is the role for **you**, please send your CV’s with a covering letter for attention of Helen Guest to [info@virtus-consult.co.uk](mailto:info@virtus-consult.co.uk).