



**Position:** HR & Office Administrator  
**Reporting To:** Head of HR  
**Status:** Permanent  
**Salary:** £25,000 per annum plus benefits  
**Hours:** Full Time (basic hours are 09.00 to 17.30)  
**Based:** Reading

**The Company:**

UTP is one of the fastest growing merchant service providers in the UK. We provide card machines to small and medium sized businesses in three countries. We are pioneers in security and providing convenient payment methods to our customers.

Our employees are what make up our company. We train each staff member to the highest standard, providing help and guidance at all times.

**The role:**

Reporting to the Head of HR, you will be responsible for ensuring daily office management tasks are completed. You will need to be organised, detail focused and use your initiative. You will also need to be comfortable with tight deadlines and managing diaries. Having professional and friendly communication skills is key, as you will often be the face of UTP to new employees and clients.

**Daily responsibilities:**

- Organisation and distribution of mail to the relevant departments
- Franking mail and keeping within post collection deadlines
- Organising and arranging courier collections
- Meet and greet clients / visitors and manage the signing in process upon their arrival
- Provide refreshments for clients and visitor meeting
- Manage levels of office supplies and replenish when required
- Be the main point of contact for the company's facilities suppliers e.g. cleaning company
- Assist with new starter administration and induction processes
- Co-ordinate H&S compliance for all offices within the UTP Group
- Assist with the administration of the company's benefit scheme
- Assist with diary management for our CEO





**Skills/attributes:**

- Professional, clear and confident communication skills on the telephone
- Excellent verbal, written and communication skills
- Excellent organisation skills
- High energy with the ability to multi-task and prioritise as appropriate
- Attention to detail and the ability to always produce accurate work which is clear and complete
- Excellent IT skills using Microsoft Office (Word, Excel and Outlook)
- A proven track record in an office administrative role
- Living within a reasonable commute of Reading

**Benefits:**

- 21 days of holiday
- Your birthday off (paid)
- Company events
- Company pension
- Health and wellbeing programme
- Referral programme
- Free eye test and payment contribution towards glasses at Specsavers
- Access to PERKBOX and monthly credit added to your account
- Dress down Friday
- Annual awards ceremony

We take pride in our employees being a team of diverse and inclusive individuals. Every employee is considered equal to opportunities and progression. We strive to create an environment where everyone feels valued and respected.

