



JOB DESCRIPTION

Office Administrator

Employer	PDV Ltd	Reports to	HR Manager
Hours	Mon to Fri 8.30am - 5pm (Full Time), + Flexi-hours also available	Salary	Competitive
Location	Sunningdale, The Belfry Business Park, 13 Colonial Way, Watford, Herts, WD24 4WH. + Hybrid working also available		

The role

To support the business in providing a comprehensive office administration service.

What you will do...

- Office Duties - welcoming visitors; stationery and kitchen stock management; kitchen hygiene; meeting room bookings; dealing with incoming emails, web enquiries and phone calls; printing, franking & posting letters; scanning; filing; archiving; data input tasks; assisting in raising sales and purchase orders; assisting with sales and operational award fulfilment.
- Compliance Duties - assisting with consumer queries; completing consumer suppression and deletion requests; completing subject access requests; client compliance checks; order compliance checks.
- Prize Draw Duties - prize sourcing; assisting on adding to live website; prize-winner management and fulfilment.

You are likely to have skills and experience in...

- Attention to detail and able to solve problems
- Good numeracy, accuracy, and organisational skills
- Good oral and written communication skills
- Pro-active and can work on own initiative
- Minimum of 5 GCSEs at grade C or above

Ready to apply?

Email your CV to talent@pdv.agency