

Business Administrator

Oxfordshire work-from-home (any location) possible, part time. £11k - £14k (£22k - £28K pro rata). 18 hours per week, flexible hours.

Emergent Design

Emergent Design is a small company that produces industrial production monitoring and automation QA systems for factories across Europe. We manage suppliers who provide mechanical and electronic design and production services along with on-site service engineers. We generate the specialist software required to operate the systems in-house, with a strong emphasis on image processing and modern UI design. We develop on and design for an open source linux-based stack. We are entering a period of expansion and are seeking team members who are keen to play a part in shaping a growing company.

The Role

As the company has grown, technical staff have needed to dedicate increasing amounts of time to administrative and managerial tasks without necessarily being well suited to them. In this role you would assume responsibility for these tasks, treating them as first-class aspects of the business, and would have the freedom to develop a robust organisational structure around them. This is an opportunity to help define the shape and culture of the company, and has the potential for an enthusiastic candidate to become a core member of the team as the company grows.

Responsibilities include:-

- Liaising with customers, suppliers and subcontractors to schedule installation and service work.
- Controlling, distributing and updating documentation, calling on specialist staff to contribute as necessary.
- Arranging shipping and export of products.
- Procurement, order acknowledgement, invoicing.
- Organisation of travel and accommodation for staff and subcontractors as required.
- Management of customer accounts.
- Assisting with project time and resource management.
- Data audit and validation.
- General administration.

As Emergent Design is a small company, you may have the opportunity to be involved in other aspects of our work beyond this core focus, either on the technical or sales side, if this is of interest.

Necessary skills

- Good organisational and communication skills
- Experience using accounting software (preferably Xero)
- Good writing skills

Experience and Training

- Business administration level 3 qualification or equivalent (or relevant experience)

Working environment

- Self guided work - significant amount of autonomy expected
- Working primarily from home (although a home/office split is possible if you prefer)
- Flexible working hours
- Potential for the role to become full time (at your preference) as the business grows.
- 16 days annual leave in addition to public holidays

Take a look at our website at <https://emergent-design.co.uk/> to learn more about us.

If you're interested in the position then email justen@emergent-design.co.uk and introduce yourself. Please include your c.v. and specify the role you're interested in.