

Administration Assistant

Reporting to	Provisioning Supervisor
Location	No.1 Spinningfields, Manchester
Contract	Permanent
Package	£20,000 - £25,000 + benefits (dependant on experience)

Work with us

At Nomical we pride ourselves on our creative and scalable solutions. From cloud to connectivity to collaboration, we develop and support a spectrum of bespoke, cutting edge tech across a broad range of industries. Founded in 2006, we continue to grow and innovate. At the end of the day, we love modern tech and we love making our customers happy.

What it's like to work here

We love what we do and embrace constant change, even if that means breaking our own mould (especially when it means we get to tinker with new toys!)

We're a diverse bunch with many different backgrounds, interests and perspectives. We believe this is what makes us strong as a team and ultimately successful.

Our HQ is in one of Manchester's newest buildings, No.1 Spinningfields. It's a vibrant office with plenty of break out areas so you can find your ideal work environment, whether that's at a desk or on a sofa. We even have a barista on site for all your re-fuelling needs.

If you consider yourself a doer, an eager learner and you are kind and thoughtful in everything you do, then we could be a great fit and we want to hear from you.

Your role

As an Administration Assistant, you will be assisting in a variety of back office tasks and occasionally front line tasks. You will assist with the running of operations, general office administration duties, and helping other areas of the business when required.

Your role will involve:

- ▶ Providing general administrative support to all departments, with particular focus in the Sales and Provisioning teams
- ▶ Maintaining supplier and product information on internal database system (Salesforce)
- ▶ Providing reception cover and logging relevant information onto the internal help-desk system when necessary
- ▶ Managing incoming and outgoing mail
- ▶ Managing supplies including stationery for office use
- ▶ Involvement in ad hoc internal projects as necessary
- ▶ Compliance with internal policies and procedures

What we need from you

Customer Service

- ▶ Highly customer centric with a passion for providing excellence in customer service
- ▶ Polite, clear and pleasant telephone manner with an ability to convey a smile over the telephone
- ▶ Preferable - experience of working within a busy customer service environment in a technical service provider role

Skills and Experience

- ▶ Experienced and confident administrator
- ▶ Strong attention to detail and organisation skills
- ▶ Experience with Salesforce or similar CRM system advantageous
- ▶ Ability to prioritise work load efficiently without compromising on quality
- ▶ Ability to question existing processes and provide input to improve where necessary
- ▶ Ability to work as part of a close-knit team. Confident and with the ability to interact with other members of the team as well as senior management
- ▶ Positive, motivated and enthusiastic approach
- ▶ Proficient in the use of Microsoft Office

This is a fantastic opportunity for an ambitious individual who is looking to grow, and work within a dynamic company with forward thinking colleagues.

How to apply

To apply for this position, please send us an email at jobs@nomical.com and include a copy of your CV.