AVCOSYSTEMS

Location: Slough UK
Salary: £25k - £30k
Job Type: Permanent, Full Time, In Office
Job Description: Administrator

Avco Systems Ltd. is a modern, growing Software Development business based in Slough, UK. We work with some of the largest businesses in the UK and help them develop, support, maintain and host their large software projects. We have a sharp focus on client satisfaction, rapid feedback and ongoing improvement, so we are looking to grow our team with some innovative, enthusiastic people that will help continue to drive the business forward.

We are looking for an Administrator to join our administration team. The role will be reporting directly to the Head of Administration and will interact with all departments, playing a crucial part in ensuring the smooth operation of our business. This role is an excellent opportunity for a motivated, confident and organised individual looking for the scope and autonomy to put their mark on a growing business.

Who are we looking for?

- **Proven Experience** - Previous experience preferred in an office administrator position.
- **Strong Organisational Skills -** The ability to maintain order and efficiently organise and process a backlog of tasks, as well as adapt to shifting priorities.
- **Detail Oriented** - You will be working with financials & purchasing where a high level of accuracy and meticulous attention to detail is crucial.
- **Excellent Communicator** - A positive, confident and professional individual with outstanding interpersonal and communication skills. The role involves working collaboratively with team members across the business, as well as often being the first line of contact with clients.
- **Technical Skills** - Familiarity with Microsoft Office and email, with general competence in using IT and computerised systems. Proficiency in Xero accounting is desirable but not essential.

What will you be doing?

- General administrative support.
- Sales & Purchase Invoice processing.
- Credit control.
- Month end administrative tasks.
- Processing and paying expenses.
- Human Resources administration.
- Meeting and greeting clients and visitors, assisting with meeting setups and refreshments.
- Reception/phone cover.
- Assist with organising social activities and events.

What's it like to work with us?

We are a medium sized team of just over 50 employees, the majority of whom are software engineers working to deliver systems to our diverse client base. Employee satisfaction and retention is a priority for Avco, and we aim to foster a close-knit and effective team where all voices are heard and given opportunities to grow and progress.

This role is office-based. You will report into the Technical Director and assist them and the team with the business administration aspect of a wide variety of projects.

Why should you join?

We are always looking for the right person to join our fast-growing team of knowledgeable, friendly and innovative individuals, and there are plenty of reasons why you should consider joining us:

- **Excellent job security** - we've been growing for over 35 years and have maintained a consistent financial growth year-on-year.
- **Room to grow** - all voices are heard, and anyone can expand beyond their job role.
- **Good location** - ample parking and walking distance to the well-connected Slough train station.
- **Social Events** - We are a friendly close-knit team and hold regular company social events.

If you think we're a good fit for you then don't hesitate to get in touch.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.

Applications without a cover letter may regrettably not be reviewed.

Strictly No Agencies.