

CRAKER BUSINESS SOLUTIONS

PERSONAL SPECIFICATION Administrator/PA

Our systems are vital to ensure we provide an excellent experience for our clients.

This role's primary purpose is to improve, document, maintain, and run our internal administrative systems. We have lots of ideas on how to improve our internal administrative systems but we need someone who can take the bull by the horns to make this happen.

We are looking for someone with the following skills and outlook on life:

- Loves systems, creating them, improving them, running them
- Tech friendly – We're all in the Cloud and run a paperless office
- Quick learner - be able to learn new tech and systems quickly
- Be hyper organised with an excellent eye for detail
- A real problem solver, coming up with solutions when problems arise
- Proactive and confident (especially confident to ask when stuck)
- Proficient with software, such as – Google Mail/Apps, Dropbox, Excel, Wordpress, etc. (training may be given to the right candidate)
- Used to Mac Computers (training may be given to the right candidate)
- A good communicator
- Self-motivated and able to avoid distractions as this is a working from home role for the majority of the time

Desirable

Able to easily travel to Danehill to pick up post/collect post.

Ability to travel to Brighton/Hove for monthly team meetings.

For Reference/Information

Craker Business Solutions is in its 8th year of trading and requires an Administrator to support the Team. Craker Business Solutions is a modern small accountancy firm embracing new technologies and approaches and with a flexible working model. We work a remote working model, which means all team members working from their own homes, and we meet up regularly for team meetings and use Skype and Slack to keep in touch throughout the day. We provide computer equipment needed for the role which we set up in your home.

Hours to be worked split between three or four days of the week (within School hours), with flexibility as to which days. Opportunity for hours to increase in the future.

Statutory Holidays apply. Auto-enrolment pension will apply from Autumn 2017. Child Care Vouchers salary sacrifice available where applicable.

Please note that there is a friendly resident dog on the premises so the candidate must be happy working in that environment.