

POSITION

OFFICE SUPPORT OFFICER

DURATION

FULL TIME

LOCATION

KIDLINGTON - OXFORDSHIRE



ABOUT US

Knoxed is a leading online retailer of media and electronic accessories. We design, manufacture, retail and support our own range of cables, HD products and devices. Our headquarters are based in the UK, but our global operations also rely on our offices in Berlin (Germany), Pune (India), Hong Kong and China. We are a fast growing company and require committed, creative and hardworking individuals to join our team. We founded our company on the belief that there is a real potential for providing a great product at a great price with excellent before and after sales support. We have over the years remained committed to providing our clients with quality, customised service at competitive prices and it is this business model that has allowed us to expand and grow.

GENERAL SUMMARY

At Knoxed we are looking for a **Office Support Officer** to join our team. The successful applicant will be responsible for assisting administrative services. Perform any other function in line with authorities, capabilities, and organisational skills that will enhance the performance of Knoxed. It is imperative that applicants are driven and passionate for their work and should be committed to delivering excellence.

KEY AREAS OF RESPONSIBILITY

- Monitors office operations
- Assists office staff in maintaining files, invoices, bills and databases
- Locally liaise with suppliers
- To provide telephonic support
- Publish invoices on the accounting system
- Dealing with the top tier customer queries
- Dealing with customer complaints and issues and directing them to the appropriate department
- Create reports and graphical presentation for reporting to the Management

Knoxed Limited, Unit 15 Station Field Industrial Estate, Station Approach, Kidlington, OX5 1JD, United Kingdom.

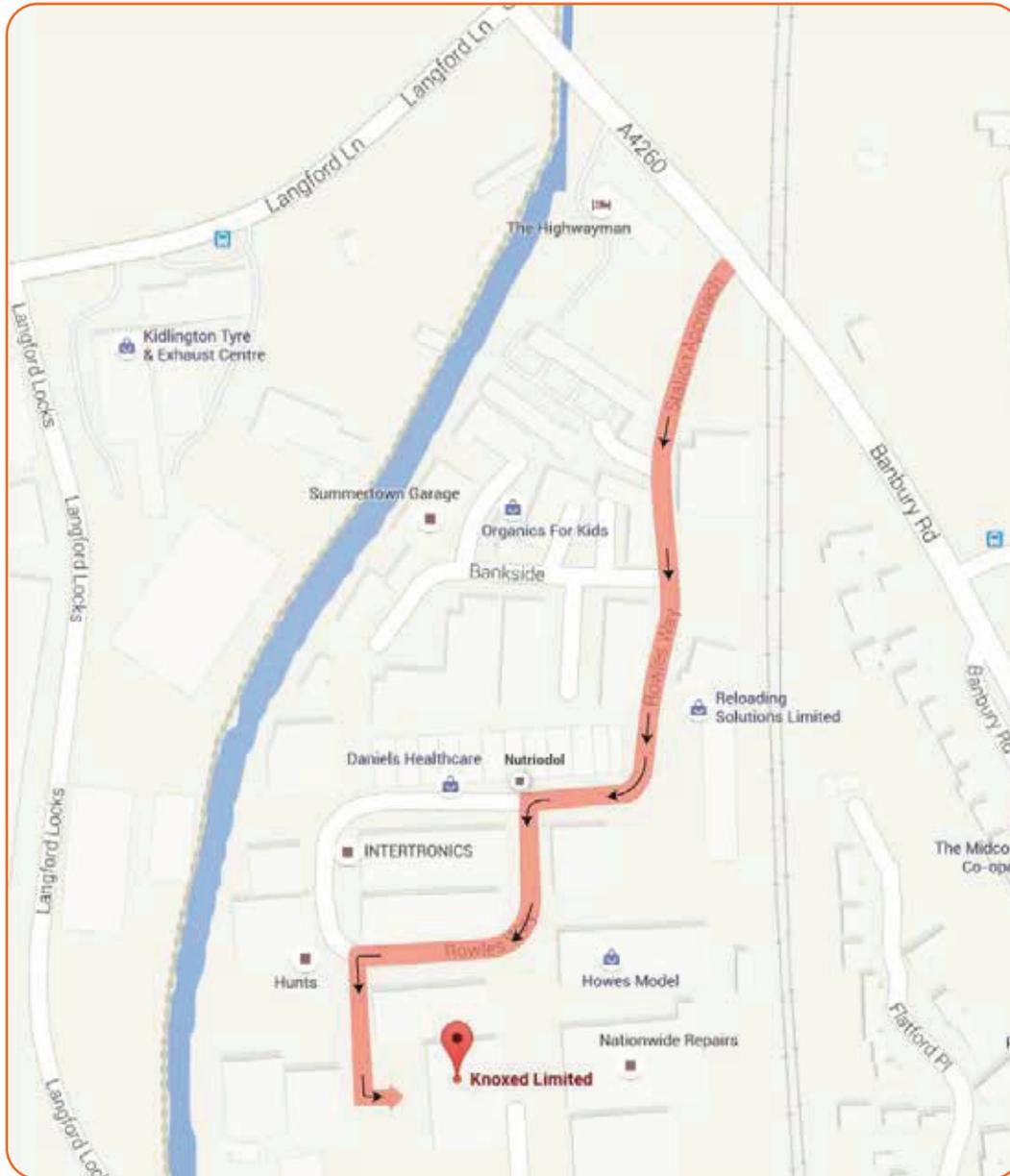
Website : www.knoxed.com | E-mail info@knoxed.com | Telephone: +44 (0) 1865 856900 | Fax: + 44 (0) 1865 376600

Registered In England No : 5200584

EXPERIENCE AND SKILLS REQUIRED

- Relevant experience preferred
- Excellent Communication skills
- Fluency in written and verbal English
- Excellent knowledge of MS office and office management

SALARY: £16500-19000 PER ANNUM (DEPENDING ON THE LEVEL OF SKILLS)



We are new in the Industrial Estate so it can get difficult to locate us. Please use these directions to reach us:
Once you enter the Station Field Industrial Estate, keep heading straight downwards onto Station Approach and further down onto Rowles Way as it turns to the right. As you see 'Nutriodol' on your right, make a left turn (on the one way system) and then an immediate right. As you see 'Hunts' in front of you, please make a left turn and go past the white and yellow fenced gates to enter the parking lot for Knoxed Limited.

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