

POSITION

OFFICE ADMINISTRATOR/ WAREHOUSE OFFICER

DURATION

FULL TIME

LOCATION

KIDLINGTON - OXFORDSHIRE**KNOXED**
DUM SPIRO SPERO

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 an **Office Administrator/Warehouse Officer** to join our dynamic work force.

Overall Responsibility: Managing over-all administration and warehouse.

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

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KEY AREAS OF RESPONSIBILITY

- Monitors office operations
- Schedules appointments and meetings for executives and upper level staff
- Serves as the go-to for office inquiries and conflicts
- Manages staff schedules
- Tracks office supply inventory and approves supply orders
- Assists in the preparation of department budgets and expenses
- Supervises all administrative personnel
- Working knowledge of email, scheduling, packages, spreadsheets, letters and presentation software
- Excellent knowledge of MS office and office management
- Manage phone calls
- Assists office staff in maintaining files, invoices, bills and databases
- Packing Royal Mail (First Class, Signed for, International Signed for, International Standard and Special 24)
- Organising the warehouse
- Weekly stock checks and Order fulfilment
- Picking, packing Amazon FBA and Berlin orders
- Weighting Royal Mail bags and counting the packages every end of the day
- Managing over all running and daily tasks in warehouse and office administrable work

EXPERIENCE AND SKILLS REQUIRED

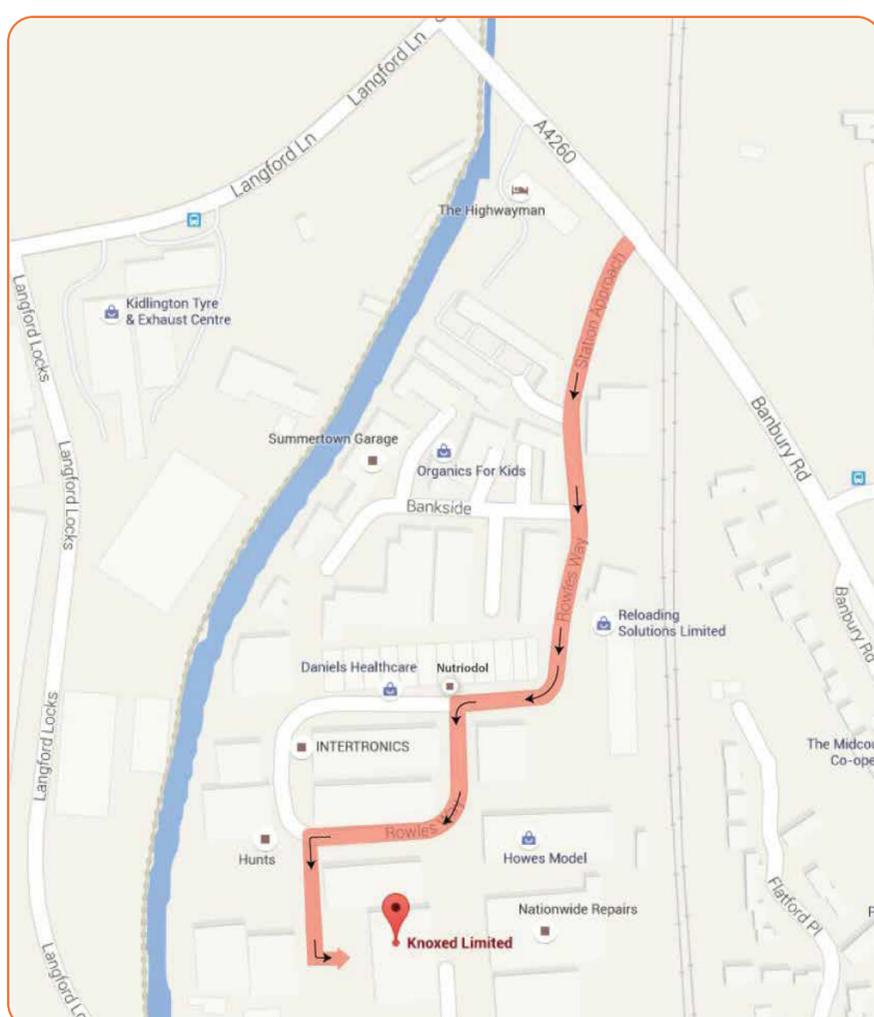
- 1-2 years related experience
- College Graduate
- Fluency in written and verbal English
- Excellent Communication skills

SALARY: £17000-£22000 PER ANNUM (DEPENDING ON LEVEL OF SKILLS)

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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 Nutriodol as it turns 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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