

Job Title: Receptionist/Administrator – 15 hours per week Mon, Wed and Fri
Reporting to: Administration Manager
Based: Abbey Park Industrial Estate, Romsey

Company Description

Ilika (www.ilika.com) is a specialist in solid state batteries and the accelerated development of new functional materials using cutting-edge high throughput techniques. Ilika is best known for its Stereax solid state batteries, which it is now commercialising through its IP licensing model.

Ilika is a publicly listed company with its head office in Romsey. We offer the successful candidate a competitive package and the opportunity to be part of a world-class team in a supportive environment.

We are continuing to expand and therefore currently looking to strengthen our business support team through the recruitment of a Receptionist/Administrator. This is a varied role requiring high levels of service to all colleagues, visitors, and callers to the Company ensuring that they are dealt with in a professional and attentive manner. Also providing administration support as required.

Your main duties will include:

- Meeting and greeting of all visitors, providing refreshments and ensuring compliance with H&S requirements;
- Managing all incoming calls, ensuring these are screened/routed as required;
- Dealing with all incoming and outgoing post and couriers;
- Managing lunch orders, restaurant and taxi bookings and assisting with other travel arrangements;
- Office stationary and refreshment procurement;
- Assisting the HR Manager with HR administration relating to performance reviews, recruitment and HR documentation;
- Company filing, scanning, shredding and photocopying;
- Performing any other duties within your capabilities as requested by the Company.

To be successful in this role, you will possess the following:

- Proven experience in a Reception/Administration role;
- Excellent attention to detail and organisation skills;
- Flexible approach to tasks;
- Team player and able to work using own initiative;
- Good interpersonal skills and ability to communicate at all levels;
- Excellent PC skills including good working knowledge of Microsoft Word, Excel, Outlook and web browser;
- Confidentiality.

Applicant must be eligible to work in the UK.

Ilika is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.