



# Office Administrator

## About Airbox Systems

Airbox Systems is the leading comprehensive situational awareness tool for elite professionals. Launched in 2008 with a core mission to help save lives and support those in the operational field, Airbox Systems holds interoperability at its heart. Bringing together all of the emergency response units across the country the hope is to enable these operators through a clear and comprehensive situational awareness software.

Driven by passion and great people who share our enthusiasm for trying to make the world a better place, our team includes individuals with backgrounds in military, aviation and law enforcement. Bringing first hand insight of frontline operations in the air and on the ground to enable cutting edge concepts for improving the service that we deliver.

The suite of situational awareness tools can be used across web, desktop, and mobile applications, using the latest technologies. These are designed for planning, execution and after action review, and are trusted by Law Enforcement, Military, Special Forces, Search & Rescue, Fire and Medical Emergency Services around the world.

## Main Duties & Responsibilities

In the role as Office Administrator, you will be responsible for supporting both the Commercial Finance Manager and HR Manager on a variety of administrative duties and projects as required. In this role you will also be first point of contact for any office administration.

### **Finance responsibilities:**

- Following up client contracts and tracking to ensure we have signed terms and conditions in place for each and every contract, updating this information in the CRM system
- Support in the maintenance of supplier contracts including premises, equipment, company assets etc
- Monthly credit card reconciliation
- Provide administrative support to Commercial Finance Manager, as required

### **HR Responsibilities:**

- Supporting the on-boarding and off-boarding of employees
- Support the security clearance process including annual audits
- Providing general administrative support to the HR Manager
- Providing support on HR projects
- Helping to ensure employee records and other info contained within HR system are kept up to date

### **Other responsibilities:**

- Maintain office health and safety in line with company policy (including fire marshals and first aiders)
- Maintaining office supplies by keeping an inventory and ordering new supplies as needed
- Booking couriers for accounts team
- Post – scanning, saving and sending to relevant person(s)
- Arrange travel and accommodation as required

## Key Accountabilities

- Offering full administrative support to both CFM & HRM
- Keeping the CFM & HRM updated on any potential issues
- Ensuring we have up to date contracts for all clients and the CRM is up to date
- Ensuring that employees are on-boarded and off-boarded in line with current processes
- First point of contact for office administration

## Behaviours

- Ability to follow instructions
- Understands how their contributions affect the team, department and company
- Builds and maintains good relationships with their team department and across the company
- Takes ownership for seeing things through
- Happy to provide support in a variety of areas

## Key Requirements

### **Essential**

- Previous experience working in an office environment
- Strong written and verbal communication skills
- Ability to prioritise tasks and work on own initiative
- Organisation skills and attention to detail
- Familiar with Microsoft office, including Excel

### **Desirable**

- Experience in a similar role
- Previous experience with coordinating international travel
- Knowledge of Health & Safety procedure

# Workplace Values

We treat the people who work with us as individuals but there are certain values and attributes all of us share – whatever your background, these are the qualities we are looking for in the people we hire:

- Commitment
- Positive Realism
- Ethics
- Accountability
- Humanity
- Quality
- Delight

Airbox Systems is an equal opportunity employer. We are committed to building a team which represents a variety of backgrounds, perspective and skills.