

Oxford Space Systems is a multi award-winning space technology business developing novel deployable spacecraft structures that are lighter, less complex and lower cost than those in current commercial demand.

Our vision is to become the leading supplier of highly competitive deployable structures for the global satellite industry. By working with leading academic & commercial collaborators, we're developing genuinely innovative scalable boom, panel and antenna solutions for the world's leading satellite builders.

Based at the Harwell Science and Innovation Campus - the UK's Space Cluster - Oxford Space Systems enjoys access to the world-class facilities & expertise of RAL Space, together with support from the UK Space Agency, ESA, Innovate UK and the Satellite Applications Catapult.

Position: Office Administrator

This crucial role provides support to our technical and support staff within our busy office and industrial areas. The ideal candidate will have at least one year's experience in a similar or administrative role and will now be looking to develop their expertise and capabilities in this area. Support and training will be provided but it is expected that the postholder will be able to use their existing knowledge and skills, whilst adopting the use of our technology and systems. This role will suit someone who is keen to contribute to the success of our business and willing to work with and in support of colleagues to achieve success.

Main duties

- Answer main door, main reception phone and screen numerous in-bound calls
- Assuring all in-bound paper invoices are signed off (or disputed) by the relevant OSS team member (i.e. the person who placed the PO) and then scanned in to the PENDING finance folder
- Generic administrative tasks (filing, keeping documentation up to date)
- Arranging meetings/booking meeting facilities
- Processing of company generic contact emails
- Website editor
- Order marketing material
- Business card generation
- OSS security pass management
- Meeting room bookings/catering bookings
- Help with recruitment organisation-interviews, printing CVs, send out interview invitations, feedback to candidates.
- Help with new starter set up/induction

- Pick up guests from reception, issue visitor passes and escort to meeting room
- Travel bookings
- Help with PO raising invoice processing.
- Office and kitchen consumables and appliances management
- Post and parcel management
- Assist with facilities management as required

Essential Skills and Experience

- Proficient in the use of Microsoft Office software
- Demonstrable organisation skills
- Demonstrate a common sense/pragmatic and logical approach to problem solving – ability to find simple solutions to complex problems
- Approximately 1 year of previous experience of working in reception/administrative role preferred
- The ability to quickly assimilate learning through the induction process and to take responsibility for the essential activities of this post

Personal

- Reliable and punctual
- Good interpersonal skills
- Excellent technical English written/verbal communication skills
- Self-motivated to meet objectives and can-do attitude
- Ability to work both alone and in teams as required by the individual task
- Ability to work within defined timescales to meet deadlines
- Ability to work on several tasks at any one time
- Flexible, adaptable and ability to develop a sense of ownership and pride in their work
- Willingness and ability to adopt new technology and skills in a rapidly changing and advancing environment
- Willingness to learn and share knowledge with other members of the team

If you are interested in working with Oxford Space Systems at this exciting point in the OSS story, then please email your CV and a covering letter to jobs@oxford.space with the job title you're applying for in the Subject line of the email.

Please note that only suitable candidates will be contacted.

If you are not successful in your application your data will be destroyed within 6 months of your application. We may retain your email details for future opportunities, please inform Oxford Space Systems as part of your application if you do not wish us to hold your personal email.