



## Job Description

Position: Office Assistant

Reports to: Finance & Office Manager

### Role Purpose

Reporting to the Finance & Office Manager you will provide support to the team across a range of areas covering Finance, HR, office management, health & safety, and data protection compliance.

### Role Responsibilities:

- Liaising with our HR Consultants on key issues, ensuring we are compliant to any changes to HR law and ensuring our Employee Handbook is kept up to date.
- Managing the online HR tool (BrightHR) to ensure data on team is accurate and that all holidays, absences, sickness etc are monitored and captured.
- Co-ordinate all interviews with hiring staff and prospective employees, providing the Prodo team all the documentation they need to run the interview process. Collating feedback and writing out with results of interviews, ensuring that our hiring policies are adhered to.
- Liaising with the internal marketing team to get relevant jobs advertised in line with our hiring policy.
- Organizing the issuing of Employment contracts and probationary reviews and recording copies on the HR drive.
- Providing assistance in general HR issues where requested by the relevant managers
- Responsibility for the administrative activities that facilitate the smooth and efficient running of our office as required by your line manager.
- Co-ordinate the booking of relevant services (internal & external) in line with our office equipment & environment maintenance needs, updating relevant records to ensure we are up to date and that all administration processes work effectively.
- Maintaining supplies of stationery and equipment within procurement guidelines, researching best deals and new suppliers to ensure we maximise our budgets and get value for money.
- Organising staff events, including Xmas and summer parties and any strategy or away days.
- Organising and co-ordinating team travel arrangements, from booking train tickets and hotel accommodation to itinerary planning for overseas travel.
- Arranging regular testing for electrical equipment and safety devices.
- Attend internal meetings on an ad hoc basis where minutes are required, writing these up and distributing them to relevant individuals.
- Assist in the preparation of scheduled reports.
- Update and maintain office policies and procedures.
- Provide general support to visitors onsite.

## Personal Requirements:

- Excellent organisational and time management skills
- Good IT skills, including knowledge of a range of software packages
- The ability to prioritise tasks and work under pressure
- Ability to liaise well with others and delegate tasks
- Strong oral and written communication skills
- Ability to work on your own initiative
- Attention to detail
- Flexibility and adaptability to changing workloads;
- Problem-solving skills and project management ability

## What characteristics does a typical Prodo Person have:

- **Polite** – but more than just surface level – respectful and compassionate to all
- **Remarkable** – smart, helpful, resourceful and effective with an innate curiosity and a life-long learner
- **Open** – open and honest with themselves and others
- **Doer** – effective people who just gets stuff done, a sense of ownership resourceful
- **Obliging** – good-natured, friendly and helpful

This is a great opportunity to get into an established digital agency (we're 19 years old), and develop your career ambitions. We are looking for someone who not only meets the personal requirements but also matches our company values – we're a fun and friendly company ambitious to innovate and grow further. If that sounds like you, we'll be a great fit!

Location: Littleton, Chester

Type: Permanent

Salary Range £18,000-£20,000

Benefits Package: Private Healthcare cover, 23 days holiday + bank holidays + your plus birthday off, flexible start & finish times, free Parking on site, subsidised onsite café serving breakfast, lunch and afternoon tea

Please send your CV with a cover letter to [recruitment@prodo.com](mailto:recruitment@prodo.com)