



DRIVING THE FUTURE OF ELECTRIC VEHICLES

We are the world leader of in-wheel motors for passenger cars, light commercial vehicles and future transport solutions.

Protean Electric is an automotive technology firm with over 100 talented people globally. Our mission is to drive sustainable transport through innovation, and we are the imagination behind vehicles that travel further, perform better and use fewer components.

We believe that freedom of ideas, integrity of response, desire to improve, and collaborative thinking drive innovation. Joining Protean means working with talented experts across the organisation who value your ideas, empower you to make a difference, and encourage you to challenge yourself and others.

Office Administrator

Farnham, UK

The Role

We are seeking the right individual to join our Administration and Talent Management team.

Main Duties & Responsibilities

To provide efficient and pro-active administrative support and assistance across all areas of the business. To provide a warm, professional service to all guests and visitors, including colleagues visiting from China and the US. Reporting to the Talent Manager and dealing with Office Administration to ensure the smooth running of day-to-day activities.

Key Responsibilities

Responsibilities include, although are not limited to the following:

- Be proactive, willing and able to provide administrative support and assistance to the Directors as well as Functional Managers and colleagues throughout the business
- Carry out Reception duties including greeting and welcoming visitors, offering refreshments and transferring guests to meeting rooms as necessary and ensuring all visitors sign in and are made aware of security and confidentiality protocol
- Deal with all general telephone enquiries to the main switchboard, redirecting calls and/or taking and passing on messages and e-mails as necessary
- Assist the HR & Talent Management team as required, including booking in interviews, arranging induction training sessions, keeping holiday and absence calendars up to date and providing assistance with the arrangement and coordination of staff events

Cont/...

Key Responsibilities (Cont/...)

- Sign for and distribute incoming post and deliveries, liaising with the Procurement, Logistics & Material Controller as necessary with regard to both incoming and outgoing packages
- Manage office supplies including stationery, refreshments and sundries, carrying out daily checks of coffee machine and associated tasks, printers and photocopiers to ensure that equipment is fully stocked at the start of each working day, carrying out weekly checks of supplies to ensure sufficient levels of paper and stationery are maintained, purchasing more as necessary
- Manage and oversee meeting room bookings, including carrying out daily check of all rooms to ensure whiteboards are clear with pens and erasers available, IT equipment and cables are stored tidily and tables and chairs are clear and in position
- Carry out regular checks of general office areas to ensure areas are kept clean and clear, liaising with functional managers as necessary and ensuring up-to-date laminated copies of internal telephone list are available in all meeting rooms and distributed internally as required
- Provide assistance and support to all visiting colleagues from China and the US, arranging transport and accommodation as required and providing ongoing administrative assistance
- Organise travel arrangements for colleagues and visitors as required
- Arrange lunches for meetings, training sessions and external visitors, arrange catering for all staff meetings and arrange dinner bookings for visitors as required
- Monitor and update the Schedule of Departmental Meetings, liaising with Managers and Team Leaders as required
- Liaise with the cleaning company to ensure cleaning standards are upheld and supplies are well stocked, purchasing more supplies as necessary
- Oversee the company's residential properties in Farnham, managing visitors, scheduling cleaning, booking in guests and providing them with any information required for their stay

Relevant Skills & Behaviours

We value and measure ourselves against the following 'Best-Self' Behaviours:

- Pioneering
- Driven
- Tenacious
- Collaborative
- High Integrity
- Responsible

Successful candidates should be able to demonstrate the following relevant skills and behaviours:

- Excellent planning, organisation and prioritisation skills
- Excellent verbal and written communication skills
- Pro-active with attention to detail
- Ability to multi-task and be driven and self-motivated whilst also being comfortable with working as part of a team
- A fast learner with the ability to 'think outside the box' and provide solutions for last minute business needs

Relevant Knowledge & Experience

Candidates should assess their suitability against the following essential and/or desirable relevant knowledge and experience:

Essential:

- GCSE Maths & English at A*-C Grade or Equivalent
- Experience in an administrative role
- Proven organisational and communication skills
- Competency in Microsoft Office, including Outlook, Word, Excel and PowerPoint



Cont/...

Relevant Knowledge & Experience (Cont/...)

Desirable:

- Educated to A-Level standard with Business Studies preferable
- Knowledge of Office Administration
- Previous front of house or reception experience
- Based locally with full clean driving licence and own car

Employee Benefits

In return for a rewarding and fulfilling career, all Employees can look forward to receiving a competitive salary, plus a number of additional employee benefits:

- **Discretionary Bonus:** Employees are eligible to receive a discretionary bonus of up to 15% of annual salary; this is paid annually and is subject to meeting set agreed targets.
- **Life Assurance:** Employees are automatically enrolled into the company's Life Assurance scheme; this provides the sum of four times annual basic salary in the event of death during employment.
- **Pension Scheme:** Employees are automatically enrolled into the Company's Group Personal Pension Scheme, with the company matching contributions from a minimum of 5% up to a maximum of 7%.
- **Private Healthcare:** subject to completion of probation, Employees,, their partners and dependents, are able to join the company's private healthcare scheme with BUPA, in addition to an accompanying cash plan with BHSF.
- **Learning & Development:** Employees are encouraged to continue their career development with a variety of training courses and development opportunities available to them, including the offer of learning Mandarin.

Full details of the Employee Benefits are available upon request, or will be made available on provision of an offer of employment.

Should you wish to apply for this role, please e-mail your CV, covering letter and salary expectations to: ukjobs@proteanelectric.com – please be sure to **quote the full Job Title in the subject line** and read our Privacy Notice.

Thank you for your interest, we wish you every success with your application.

