

Office & Finance Co-ordinator

Location: Cambridge, Permanent, Full Time, Office Based

Salary: Competitive, depending on skills & experience

In every sector, organisations are using location data to make better decisions – Improving services, maximizing efficiency, and even saving lives. 1Spatial's suite of solutions help our customers manage their complex spatial data. We are a growing global business with offices in Cambridge (UK), France, Australia, America, Ireland, Belgium and Tunisia

Will you be a good fit to the 1Spatial team?

We are looking for an organised person to join 1Spatial as an Office & Finance Co-ordinator. It is a key role that requires attention to detail, accuracy and strong communication skills. You will be the first point of contact for all incoming telephone calls and visitors and responsible to co-ordinate travel bookings and purchases and providing general administrative assistance to the business.

You will be responsible for:

Reception / Customer Service

- Answering all incoming calls
- Meeting & greeting external visitors
- Arranging lunches/ tea & coffee for all internal & external meetings
- Booking internal meeting rooms & maintaining the meeting room calendar
- Booking off site meeting rooms
- Dealing with all the incoming & outgoing post
- Arranging Taxis
- Assisting in organising company events & social events throughout the year
- Ensure all communal areas (meeting room & kitchen) are presentable & maintained to an acceptable standard throughout the day

Administration

- Arranging couriers, obtaining costs & arranging the shipment
- Arranging travel bookings, obtaining costs and approval for all -flights, visa's, hotels & car hire
- Checking the appropriate approval is obtained for all purchases and updating the system
- Generating Purchase Orders on the system
- Maintaining schedule of credit card payments and reconciling statements
- Ordering office supplies and maintaining sufficient stock levels
- Ordering kitchen supplies and maintaining appropriate levels are available daily

Facilities

- Ensuring all office & facilities supplier contracts are renewed annually
- Liaising with the Business Park Manager to ensure all the office facilities run smoothly
- Fleet Car Management
- Fire Warden duties

- Health & Safety management
- General upkeep of office environment / premises












Other

- A number of ad hoc duties as required by senior management and others within the company




Required Skills and Experience:

- Knowledge of Microsoft Office including Excel, Word, Outlook, and PowerPoint
- Strong organisational skills, with the ability to prioritise and meet deadlines
- Strong communication and time management skills
- Previous experience in an administrative / customer focused environment
- High attention to detail
- Some experience of Finance, i.e., Invoicing, Purchase Orders, dealing with Credit Card payments and reconciliation

What we can offer

-  Competitive salary
-  Flexible working hours
-  25 days annual leave
-  Generous company pension scheme
-  Group income protection scheme
-  Private health insurance
-  Health Cash Plan
-  Buying/selling annual leave
-  Cycle to work scheme
-  Personal Development Allowance to support your Continuous Professional Development
-  Active social programme including both virtual and in-person events

When we return to our spacious open plan office, you will also benefit from:

-  Free car parking
-  Easy rail access
-  Soft drinks and fruit



Interested?

Please send a covering letter and CV/resume to recruitment@1spatial.com.

Our [Recruitment Privacy Policy](#) explains how we store, manage and process the data you provide to us.

If you require further information or would like an informal chat about the role, please contact recruitment@1spatial.com and we will arrange for you to speak with the hiring manager.

We require that all candidates are able to demonstrate their eligibility to work in the UK.