

# Job Description – Office Administrator

Location	Swansea, SA1
Salary	NMW
Contract Type	Permanent – 1 x Full time 1 x Part time position
Start	Immediate Start



## Company Overview

Welcome to API, where we are dedicated to providing green products for a greener world. We are committed to harnessing the power of microalgae to create sustainable and eco-friendly solutions for businesses in industries like pharmaceuticals, aquafeed, food, cosmetics, algae-based dyes, and many more. As we continue to grow, we are looking for talented individuals who share our passion for biotechnology and sustainability to join our team.

## Overall Job Purpose

Algae Products International (API) are looking for an Office Administrator to manage all administrative tasks in their office. As an Office Administrator, you'll need to wear many different hats; the planner, the problem-solver, and the organiser being a few of them. You should have the skills to communicate with various people, organise and manage daily tasks, and keep all educational and informative tasks for API running. If you're up to the task, and you're also committed we would like to meet you!

## Main Duties and Responsibilities

- Handle scheduling, record-keeping and reporting.
- Helping to ensure the office complies with relevant laws and regulations.
- Communicate with colleagues, Business 2 Business and the public.
- Proven experience as an Office Administrator (preferred)
- Knowledge of administrative processes in an office
- Ability to use computers, particularly advanced MS Office, and internal management system.
- Excellent communication skills
- Outstanding organisational ability.
- Must be reliable and good at time management.

## Operational / Strategic Planning & Quality Assurance:

- Dealing with incoming and outgoing correspondence
- Data entry, retrieval, and database maintenance
- Filing and archiving
- Creating and managing documents, spreadsheets, and presentations
- Compiling reports
- Managing diaries for team members
- Scheduling meetings, taking minutes, and arranging conferences and events
- Speaking to customers and clients to answer queries and resolve issues.
- To co-operate with colleagues to ensure the sharing and effective usage of resources to the benefit the organisation.
- To contribute to all business activities
- To help to implement quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the business

**Staff Development, Recruitment & Wellbeing:**

- To take part in CPD
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of meetings and schedules
- To work as a member of a designated team and to contribute positively to effective working relations within the organisation.

**Communications:**

- To communicate effectively with colleagues and all business relations as appropriate
- Where appropriate, to communicate and co-operate with bodies outside the office for the organisation.
- To follow agreed policies for communications
- Comply with GDPR
- To take part in marketing and liaison activities
- To contribute to the development of effective subject links with external agencies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

API will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition during their employment.

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Duties can be added / removed by Senior Management at any time with prior notice.

To apply send a Cover letter, CV and qualifications to [innovation@algae-products.com](mailto:innovation@algae-products.com)