



Suppliers of Machinery, Service, Consumables and Mylar

Office Junior / Admin Assistant

Part Time – Permanent – 30.5 hours per week (with half an hour lunch break per day)

Mon – Thurs 9.00am – 4.00pm (6.5 working hours per day)

Fri 9.00am – 2.00pm (4.5 working hours per day)

Salary: £ Minimum Wage, dependent on experience and transferable skills of the successful candidate. Salary review after 3 months, subject to performance. TTF also has an annual salary review for all employees.

How to apply: please send your CV with a covering email to explain your current position and availability, both for interview and in terms of start date, to our Office Manager Joanne Feaster (joanne@tftltd.co.uk)

TTF Ltd specialise in high frequency, ultrasonic and heat welding equipment for sealing flexible plastics.

Established in 1994, we are the leading supplier of high frequency plastic welding machinery, tooling, service, parts and consumables in the UK. Our customer base expands worldwide across a wide range of industries.

Please see our website www.tftltd.co.uk for more insight into our work and the existing team.

Benefits: Company pension scheme (NEST), on-site parking, occasional company social and/or team building off-site events.

Location: Our office/workshop/warehouse base is LS12, Leeds, West Yorkshire.

Holiday: Full-time equivalent (FTE – 40 hrs per week) 21 days per annum (January to December) + England Bank Holidays.

TTF's holiday year runs January to December and 5 days are retained to cover an extended Christmas and New Year closure period. Time in lieu is available to supplement annual leave, up to 3 days per annum. Holidays calculated on a pro-rata hours' basis. FTE hours are 40 per week.

Overtime: overtime, if required, will also be paid. Typically overtime is worked Monday to Friday, at single time/pay. Very occasionally, time and a half pay for Saturdays and double time pay for Sundays/Bank holidays will be available, only ever by prior agreement of the individual employee.

Informal chat/questions: to discuss the role or ask any questions, please contact our Office Manager – Joanne Feaster – on 0113 263 3359, or joanne@tftltd.co.uk

THE ROLE

We are currently seeking to employ an Office Junior / Admin Assistant to join our small, thriving, friendly business in our busy headquarters on the outskirts of Leeds.

The successful candidate will assist in the smooth running of our office operations and will receive on the job training as required. This is a varied and interesting role to support the ongoing growth and demand of our business.

Indicative areas of responsibilities and likely tasks

- Answering the TTF office phone line – transferring calls, or taking accurate messages for follow-up.
- Booking of hotels, ferries and flights as necessary for our engineering team.
- Making drinks for staff and welcoming any visitors to TTF office.
- Matching of company credit card receipts from our engineering team to credit card statements.
- Processing of holiday requests and maintaining our TTF holiday calendar.
- Processing of overtime, expense and mileage claims in preparation for payments.
- Ongoing data input and maintenance of sickness and other leave records.
- Responsible for keeping the office and meeting room area tidy and presentable at all times.
- Online shopping to keep refreshments and stationery well stocked as required.
- Opening post, depositing cheques at the post office, taking occasional letters for posting (10 minutes' walk).
- Hard copy filing and assisting with the electronic storage of documentation using Office 365 products.
- Following workplace health and safety rules.

Potential future tasks once competency demonstrated and any relevant training undertaken:

- Assisting with ongoing improvements to the TTF travel booking process.
- Assistance with developing TTF shared electronic resources on One Drive for all staff to utilise.
- Basic support with logistics administration – under the supervision of our Operational Services Supervisor.
- Basic data entry support with Sage 50 Pro accounting system – under the supervision of our Accounting Technician and Office Manager.

THE CANDIDATE

Skills, Experience & Attributes

Essential

- Good command of the English language
- Good communication and interpersonal skills
- Numerical literacy and close attention to detail
- Ability to work autonomously, take ownership and use own initiative
- Ability to multi-task, be flexible and adaptable to change in a varied, fast-paced environment
- Keen team player, but also comfortable working in isolation
- Efficient and strong work ethic
- Well presented, responsible, dependable, diligent, reliable and trustworthy
- Ability to get along with the rest of the TTF team, a good sense of humour will help!

Desirable

- Immediate availability
- Experience working in an office environment
- Maths & English GCSE or relevant vocational qualification
- Excellent IT skills – to include basic knowledge of the Microsoft Office 365 suite of products including OneDrive, Word, Excel, Outlook.