

OFFICE JUNIOR

Business function: Business Support

Closing date:

Reports to: Finance Director

Start:

Location: Kings Hill, Kent

Salary: Up to £16,200 dependent on experience

Terms: Permanent, full time

TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

THE ROLE

We're a small company with a very exciting future. We are looking for an enthusiastic, self-motivated and extremely organised Office junior to join our ever-expanding team, which relocated to brand new offices in July 2019. The ideal candidate will be able to prioritise various tasks and will be happy to get stuck in with an energetic, roll-up-your-sleeves attitude.

Responsibilities

- Arranging birthday cards for our employee's
- Greeting visitors and signing for deliveries
- Arranging special lunches
- Organising Fire register
- Assisting with the day-to-day office operations, such as document management
- Answering and filtering phone calls, booking travel and accommodation
- Franking letters and parcels ready for delivery
- Maintaining office supplies and stationery
- Replenishment of refreshments and cleaning supplies
- Organising internal and external meetings including reserving meeting space
- Submitting CNG gas meter reads
- Maintaining the required standards across both Kings Hill and East Peckham offices

Your qualifications and experience

You will have office experience and strong Microsoft Office skills. You will have your own transport as travel between offices will be required.

Your skills and personal attributes

You must be an exceptional communicator who can build relationships with ease. You will also be driven, enthusiastic and possess a lot of initiative, as well as have impeccable organisation skills.

Being a team player is very important as you will be working with people from all areas of the business. The business is fast-moving, so being a quick learner, as well as proactive and assertive to identify areas of improvement is vital.

Your personal benefits

- 25 days paid holiday, plus bank holidays
- Pension
- Free parking
- Friendly working environment

Our values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** Invest in each individual.
- **Continual improvement:** Work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people who are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to jo.fissenden@callflow.co.uk & hr@trooli.com prior to the closing date.