lightricity

Part-Time Administrator position

Lightricity is a high-tech SME which has developed a unique light (photovoltaic) energy harvesting technology. Our technology provides power to IoT and wearable devices without the need for disposable batteries, providing a sustainable and cost-effective solution for powering billions of smart devices and sensors.

Responsibilities:

- Responsible for supporting all aspects of administration for the company, including; processing in-coming and outgoing orders, shipping of products and accounts administration
- Maintaining the inventory of prototypes and products for sale
- Inputting of financial data into the accounts system
- Contribute to the preparation of financial reports
- Maintaining and updating databases, using CRM software Hubspot
- Supporting promotion of the company, our products and achievements via marketing and social media channels.

Required skills/experience:

- A self-starter able to work unsupervised and independently
- Attention to detail and able to work to deadlines
- Experience working in an administrative role
- Excellent written and communication skills
- Computer literate and proficient with Microsoft Office packages and familiar with accounts systems
- This role is ideal for a person who has worked in an administration role.

Desirable skills/experience:

- Experience of posting on social media platforms
- AAT Level 2 (or higher) qualification or Diploma in Business Studies.

Benefits:

- 20 hours per week
- Competitive salary and pension
- Flexible hours/working and 25 days' holiday a year (pro-rata for part-time role), plus bank holidays
- Based in a state-of-the art facility on the Oxford Science Park with on-site facilities including a subsidised canteen, tennis/5-aside football court, and shower/changing rooms
- The opportunity to be part of a growing, diverse team commercialising some of the most advanced energy harvesting technologies on the market.

To apply for this position please send your CV and a covering letter to jobs@lightricity.co.uk