

Who is Pagabo

Pagabo is a privately-owned public sector procurement specialist. We help public sector organisations establish and manage best in class framework agreements, dynamic purchasing supply system(s) [DPS], and we provide tailored procurement consultancy services.

We are based in central Hull (Bowlalley Lane, HU1 1XR). We have a small and focused team, led by MCIPS qualified procurement professionals, and have a balanced public and private sector ethos that delivers strong results.

We have been in business for 6 years and are financially strong. Our growth during 2018 has been controlled and progressive, and 2019 will see further expansion as demand for our services increases.

Check out our website – www.pagabo.co.uk for more details.

What you will get working for Pagabo

We want the best people to help us grow Pagabo.

Your starting salary will depend on your role and experience, but there are benefits that every member of staff receives at Pagabo.

- A competitive salary + a performance-based bonus
- A “Now” Pension (company supported)
- 25 days holiday + bank holidays plus an additional day for your birthday.
- Life insurance (to protect for you and your dependents)
- Tailored training & development
- A great working environment – smart casual dress-code, healthy refreshments, down-time facilities [pool table, video games etc.] and regular social events
- Being part of an entrepreneurial team that challenges you and gives you fantastic career progression

About this role – “Office Administrator”

We are looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently and will ensure the smooth running of our company’s offices.

What we want you to do

1. On a daily basis:
 - Answering the phone/replying to email enquiries
 - Logging enquiries on our Customer Relationship Management (CRM) system
 - Raising and sending out invoices
 - Checking our electronic Tendering system, handling the issuing of tendering documents and assisting with the clarification process
 - Processing and recoding Client Access Agreements
 - Sending out User Guides to clients
 - Managing the petty cash
2. Weekly
 - Credit Control supported by the direction of the company’s Finance Director
3. Monthly
 - Coordinating monthly rebate figures
 - Preparing the business Key Performance Indicator dashboard
 - Maintenance of our CRM system
 - Log credit card expenses/compile receipts
4. Other duties:
 - Manage travel arrangements/appointments for the team
 - Supporting the Framework Managers in contract administration – contracts, contract extensions, framework insertion Fee invoices
 - Market research for future Framework Agreements
 - Updating the supplier contacts list
 - Supporting the Marketing Department - User Guide development, event booking etc.
 - Assist colleagues whenever necessary

What we want you to be like

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal skills
- A creative thinker, enterprising and can demonstrate originality.

- Infectious personality with a 'glass-half-full' attitude.
- Confident and assertive (but not arrogant), and able to work independently and make decisions without the requirement for continuous supervision
- Consistently professional appearance, attitude and approach
- Ambitious and keen to learn.

What skills, qualifications and talents we want you to have:

- A strong educational background that might include a degree or equivalent with good English, Maths and ICT knowledge and skills [GCSE level C or above]
- Able to use internal systems to record information and track performance [training provided on Pagabo's CRM system, web and social media platform(s)]; we also use Microsoft Word, Excel and PowerPoint
- Strong organisational skills
- Tact, discretion and respect for confidentiality
- Reliability and honesty
- Oral and written communications skills. This isn't a sales role, but at Pagabo we believe we all have a 'sales role' to play, so being able to communicate and promote the business is essential
- Documenting processes and procedures and presenting ideas to other team members.
- A commitment to deadlines and a desire to 'fly' the flag for the business.

Who you will report to:

- The Chief Executive Officer

Salary and benefits:

- Starting salary of £18,000 p.a.

What do you do if you are interested

- Please submit your application and a full up to date CV by email to careers@pagabo.co.uk Please include a contact telephone number and email address.