



## **Purchase Ledger/Office Administrator**

Semiconductor devices provide the foundations on which progress in the technology sector are enabled. From Smartphones to Artificial Intelligence, 5G communications to autonomous vehicles, all are made possible through advances in semiconductor processes. Scaling these processes requires sub-nanometer measurement of increasingly complex 3D structures to enable more powerful devices. At **Infinitesima** we have pioneered a revolutionary atomic precision 3D metrology technology which has been qualified by leading companies in the semiconductor industry and we believe is essential for continued progress. To quote Lord Kelvin, *'If you can't measure it you can't improve it!'*. Come and join our dynamic team to enable the semiconductors for tomorrow's technological developments.

Do you have experience in accounts and office administration? Due to recent expansion, we currently have an exciting opportunity for a Purchase Ledger/Office Administrator to join our team,

The prime function of the role is to assist the Office Manager with staff expenses and purchase ledger input, answer all phone calls, receive visitors and ensure the smooth running of the office for both staff and visitors.

Location: **Abingdon**

Reporting to: **Office Manager**

### **Key Responsibilities:**

Process both PO and Non-PO supplier invoices accurately, obtaining approval for invoices where necessary.

Checking, coding and processing Employee Expense claims, following company policies.

Answering the phone and greeting visitors.

Booking meeting rooms, restaurants and taxis for staff and visitors

Collection and distributing mail.

Organising on-site catering for visitors.

Assist with arranging staff social events.

Checking on stock for kitchen and stationery and liaising with purchasing to place orders when required.

Preparing meeting rooms for customer visits.

Putting out lunch for the visitors and tidying up afterwards

Keeping the kitchen area tidy.

Other Ad hoc tasks as required.

### **Personal Qualities:**

Excellent attention to detail.

Ability to work alone or as part of a team.

Effective communication skills and telephone manner.

Flexible and proactive attitude.

**Education / Qualifications:**

Good level of Maths and English  
Proficient in Outlook, Word and Excel

**Professional Skills/ Abilities:**

**Essential**

Processing invoices and coding correctly.  
Checking, coding and input of staff expenses following company policies.

Some experience using Sage accounting would be preferred, although training can be provided for the right applicant.

Experience with reception and administration duties desirable.

**Benefits:**

In addition to a competitive salary and an annual bonus. Infinitesima offers flexible working hours, 25 days annual leave, death in service and private health care benefits, personal pension contributions of 4% with salary sacrifice and a generous EMI Share scheme.

*All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, or disability.*

*Note to recruitment agencies: Infinitesima Ltd only works with approved agencies and does not accept unsolicited agency CVs. Please do not submit candidate details in response to this advert, or to any Infinitesima Ltd employees. Infinitesima Ltd is not responsible for any fees related to unsolicited CVs.*