



Business Support Administrator

Job Description

Role	Business Support Administrator
Commitment	Part-time role (flexible – minimum 25 hours per week, 5 days)
Salary	Competitive package dependent on experience
Employer	Ionix Advanced Technologies Ltd. (www.ionix.at)
Reports to	Operations Director
Location	Huddersfield, West Yorkshire. UK.

Summary:

Ionix Advanced Technologies specializes in high performance, extreme environment products, offering a range of advanced materials, sensors and devices based on its novel piezoelectric ceramics, with applications in the growing digital economy, specifically autonomous condition monitoring in demanding environments.

Purpose:

Ionix is looking for a Business Support Administrator who will be an important part of the Ionix team responsible to provide high quality administration support, looking after suppliers, customers, and office management functions.

- To administer the company financial system including Xero accountancy software.
- To provide high levels of customer service to Ionix's global customers and ensure efficient delivery of customer orders.
- To raise purchase orders on approved suppliers to provide required services and goods and manage the purchasing process.
- To ensure smooth running of the office and assist technical and operations team in management of laboratory and production operations.

Applicants must have the right to live and work in the UK.



Responsibilities:

- Administer the company financial system including Xero accounting software.
- Provide management account information to Company accountants.
- Administer payroll, expenses & pension payments to meet monthly deadlines.
- Administer and support the reporting of grant-funded projects.
- Raise purchase orders on the system and follow up with suppliers.
- Arrange payment of due Invoices and Pro-Forma invoices to suppliers.
- Raise sales orders (SO), order confirmations (OC) and sales invoices to customers.
- Monitor accounts receivable, issue customers with a statement of account, chase overdues, as necessary.
- Assist provision of logistics and shipping as required.
- Responsible for the ordering and provision of office materials
- Insurance – manage annual renewal.
- Pension – meet actions for pension review dates.

The Candidate

Essential skills and personal attributes:

- GCSE Maths and English, grades A-C or equivalent
- At least 3 years' experience in admin, operations, or customer service roles
- Experience of operating basic accounting routines, including Xero accounting software.
- Competent computer skills including SharePoint, Word, PowerPoint, Excel, and Outlook and be able to maintain and up-date databases accurately.
- Ability to communicate with both customers, suppliers, and colleagues.
- Excellent interpersonal skills
- Numerate, detail-oriented, and very strong organisational skills; ability to manage a diverse workload and priorities.
- High levels of personal integrity and honesty
- Treats sensitive or confidential information in a trustworthy manner.

Desirable skills and attributes

- Logistics experience including dealing with transport companies useful.
- Basic knowledge of manufacturing and operations involving a positive
- Import/export experience
- Excellent Customer Service

To apply for this role, please send your CV and covering letter to careers@ionix.at with the reference "BSA052021".