



OFFICE ADMINISTRATOR JOB DESCRIPTION

Founded in 2012, Yellow Zebra Safaris is a multi-award-winning safari company based in Kingston-Upon-Thames, specialising in luxury safari holidays across 'Safari Africa'. We have been voted as Europe's Leading Safari Company at the World Travel Awards for seven years running. In early 2021 we merged with southern Africa's Wilderness Safaris, a company we've admired for years, although we are still independent and sell a full range of camps and lodges.

We are looking for a well-organised, outgoing, and friendly Office Administrator to work with Our Office Manager in our close-knit and fun-loving team. The role is very varied, ensuring the smooth-running of the office and helping to improve day-to-day operations, while providing general administrative support to our employees. There is the opportunity to assist with all kinds of different projects, but your main responsibilities will include:

- **Organising and co-ordinating administrative duties and office procedures:**

Order office supplies, staff furniture and equipment as needed.

Liaise with our landlords and take care of any office maintenance issues.

Liaise with our IT assistance company to help resolve IT issues and our online phone company to resolve calling issues.

Working with the Office Manager, be responsible for planning and organising regular Company social events, including the Summer and Christmas parties and team-building events, while adhering to strict budgets.

- **Office Health and Safety**

Working with the Office Manager, be responsible for maintaining fire safety standards – ensure the Fire Risk Assessment and Fire Extinguisher Services are kept updated.

Ensure that the Company Risk Assessment and Emergency Action Plan are kept updated.

Co-ordinate regular PAT testing for electrical appliances.

- **Co-ordinate HR administration**

Keep personnel records up-to-date and maintain our online HR CRM.

Liaise with our HR advisory company to administrate new contracts, assist with HR processes (e.g. Parental Leave) and be the day-to-day contact for any HR-related enquiries.

Maintain our Staff Handbook and ensure it is kept updated.

Work with the Office Manager to on-board all new members of staff, collate the necessary paperwork, conduct Right to Work checks, set up all new office equipment, organise initial training and be the first point of contact for warmly welcoming new members of staff.



Requirements

Previous experience as a Office Administrator, Administrative Assistant or HR Assistant would be an advantage.

Positive, friendly and with a good sense of humour.

Proficiency in MS Office, Google Workspace, Adobe, Dropbox, Last Pass and Atlas is desirable.

Confidence and a polite manner for liaising with staff, suppliers and clients.

Excellent time management skills and ability to multi-task and prioritise work.

Attention to detail and problem-solving skills.

Excellent written and verbal communication skills.

Strong organisational and planning skills.

Ability to work alone under your own initiative, or as part of a team.

Benefits

Full-time or 4 days per week, flexible working considered.

Predominantly based in our central-Kingston office, with some working from home considered.

Salary £25-27,000 per annum, dependent on experience.

25 days leave per annum, plus bank holidays (rising with long service).

Workplace pension scheme with statutory company contribution.

Fun, supportive working environment with a lovely team and frequent staff social events.

Potential candidates should send their CV and a covering letter to: careers@yellowzebratravel.com