

Job title	Office Coordinator	Reporting to	Office Manager
Department	Office	Company	Rappa Fencing Ltd
Salary	£32 – 35k	Location	Stockbridge, Hampshire

Introduction

With more than 40 years of experience, Rappa is a leading agricultural manufacturing business specialising in livestock management. Rappa provides innovative solutions with its range of mobile yards and electric fences, offering farmers cost-effective, portable, British-designed products.

Job overview

We are looking for an experienced and highly organised Office Coordinator to support the smooth and efficient running of our busy Stockbridge office.

You will work as part of a small team, collaborating closely with the Office Manager and Administrative Assistant. Day-to-day administrative responsibilities will be shared with the Administrative Assistant according to workload and business priorities, so flexibility, teamwork and clear communication are essential.

The role provides office coordination and sales support across the business and acts as a central point of contact for routine office matters, customer enquiries, (sometimes face-to-face) and dispatch.

The successful candidate will have previous office coordination experience and be able to manage a varied workload with accuracy, initiative and professionalism.

We are a dog-friendly workplace, so you'll need to be comfortable working around dogs.

Key Responsibilities

Office Administration

- Share responsibility with the Administrative Assistant for completing day-to-day office and administrative duties.
- Work collaboratively within the small office team to manage workloads, provide cover and ensure continuity during periods of absence.
- Assisting with calls, emails, visitors and general enquiries.
- Prepare reports, documents and other correspondence.
- Maintain accurate company records, contact details and administrative documentation.
- Provide basic finance-related administrative support when required.
- Assist with special projects as they arise.
- Sales and delivery support - manage the daily administrative requirements associated with couriers.

Health, Safety and Facilities

- Maintain health and safety records and documentation.
- Ensure relevant workplace checks and records remain up to date.
- Coordinate routine maintenance and repairs with approved contractors and suppliers.
- Maintain records relating to office equipment, facilities and services.
- Report facilities, safety or security concerns promptly to the appropriate manager.

General Responsibilities

- Support the Office Manager and other members of the management team as required.
- Maintain accurate employee records and coordinate the onboarding of new employees.
- Maintain confidentiality when handling sensitive company, employee or customer information.
- Identify opportunities to improve administrative processes and office organisation.
- Undertake other reasonable administrative duties appropriate to the role.

Required skills

The successful candidate will have:

- Previous experience in office coordination role.
- Experience working effectively as part of a small team.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Microsoft Office, including Outlook, Word and Excel.
- Experience using Sage 200 would be advantageous but not essential.
- The ability to prioritise and manage several tasks simultaneously.
- The ability to work accurately to deadlines and remain calm under pressure.
- Excellent attention to detail.
- The initiative to plan and manage their workload with minimal supervision.

Personal Qualities

We are looking for someone who is:

- Organised, dependable and reliable.
- Enthusiastic, proactive and willing to take responsibility.
- A confident communicator and effective team player.
- Flexible and willing to support different areas of the business.
- Able to remain calm and level-headed in a busy office environment.
- High level of integrity and discretion when dealing with confidential or commercially sensitive information.
- Capable of recognising when management approval or escalation is required.

Job info

Location: Stockbridge, Hampshire

Reports to: Office Manager

Hours: Monday to Friday, 9am - 5pm

Contract: Permanent, full-time and office-based

Salary: £32-35k - Negotiable, depending on experience

Driving licence: Required due to the rural location - free onsite parking

Benefits:

25 days holiday plus birthday leave

Company pension contribution 5% of salary after three months' employment

Death in Service benefit