



Job Title:	Business Administrator/PA – Artemis Optical Limited
Location:	Plymouth, Devon
Job Holder:	TBD
Effective from:	Immediately

The following job vacancy is available. Please submit your CV to Danielle Smithson in our HR Department at Danielle.smithson@artemis-optical.co.uk.

Responsibilities

- Reception duties – Answering switchboard, greeting and hosting visitors, arranging refreshments & lunches when required.
- Mailing duties – Franking outgoing post and posting it.
- Minute taking during meetings when required.
- Sales admin – filing, working with JobShop and Sharepoint.
- Sales and Bought Ledger paperwork.
- Purchasing paperwork.
- Arranging company travel – Booking flights, hire cars, hotels.
- Acting as PA to the Directors – running errands.

Necessary Experience and qualifications

- GCSE Maths and English grade C or above
- Excellent admin, logistics, organisational & communication skills
- Good telephone and personal manner
- Computer literate

Desirable experience and qualifications

- NVQ Level 2 in Business Administration
- Flexible approach to work

Company

Artemis Optical Ltd is a world renowned company, with an enviable history of more than 50 years in the design and application of high precision, technically differentiated optical thin film coatings.

Our client portfolio includes blue chip original equipment manufacturers in Aerospace, Analytical Instrumentation, Defence, Medical Instrumentation, Photonic Surgery and Security markets worldwide.

Our state of the art facilities are located at Langage Science Park in Plymouth in the South West of England. Our factory includes a 22,000 square foot bespoke, environmentally controlled production area, housing a range of modern coating chambers.

Headed by a team of 5 Directors, Artemis currently employ 40+ people and as a relatively small company boasts a relaxed "family" style working environment. Employees are highly valued and continuously encouraged to reach their full potential. Artemis aspires to be "somewhere nice to work", where employees not only have a job, but also the opportunity and support needed to develop a career for themselves.

Based in Plympton, a suburb of Plymouth, the surroundings offer some of the UK's most beautiful scenery, with Dartmoor within 3 miles of the factory doorstep. The local area is a holiday haven, regarded as the UK's water sports playground and attracts sailors, windsurfers, surfers, fishermen and SCUBA divers alike. For those who prefer a city lifestyle, Plymouth's modern shopping and nightlife provides an exciting and metropolitan backdrop.

Imagine, if you will, working for a high technology company, in a rewarding job, encouraged and supported in your career, in a company with a friendly environment, where the quality of life is prized above all else.