

Administrator

Job reference GWTI - JS021

Introduction to GWTInsight (GWTI)

GWTI is a UK based PropTech Company specialising in creating real-time data driven insights on how commercial buildings are performing. We develop and employ patented technologies that underpin reduction in risk, cost and carbon and support the development of innovative products and solutions for our clients.

Established in 2017 our origins were in seeking improved risk management of commercial buildings for insurance companies through the use of IoT and telematics. An approach that had significantly disrupted the fleet and young driver insurance market in previous years. Today we provide technology products to a broad spectrum of clients.

We are an agile company retaining the drive and spirit of a start-up, we are focused on client needs and adapt our technology to ensure that we deliver value in every project that we take on. We value open and collaborative relationships within our organisation and with our clients. A passion for valued and sustainable outcomes and challenging the ordinary underpins an innovative and responsive culture. We strive to be the best we can be, individually and collectively.

We have enjoyed continual progress since inception and following major successes in the market we now seek to establish an administrator role covering elements of finance, sales support, HR and leader support.

We operate virtually with excellent communications between all those participating. The various activities of the firm are co-ordinated rather than managed through a rigid hierarchy or structure. The administrator will act as an important connector with responsibilities that help efficient operation of the whole firm.

You will be provided with the equipment required to work virtually and to attend regular face to face meetings in the Aylesbury/Thame area.

Administrator Role

You will need the discipline to be able to work effectively from your own base. The role offers variety and independence. We will offer full support and training into the role as appropriate.

Excellent verbal and written communications are essential together with a positive attitude to getting things done. You will need to be comfortable with numbers. Confidence and attention to detail will also be important. You will need to be proficient working with the Microsoft suite of applications.

Responsibilities

We expect the role to grow with the firm and will initially include;

- Bookkeeping, regular work within XERO (training will be provided)
- Sales Process Administration

- Sales Document creation
- Project Support
- General Administration
- Website Updating

Skills

Some experience in administration and working within a virtual business would be an advantage. Whilst formal typing qualifications are not necessary you will need to demonstrate solid capability in Microsoft Word, Excel, Powerpoint and One Drive.

You should be proficient in using communications tools; Microsoft Teams, Zoom, Skype. Having some experience with Wordpress would be an advantage.

A basic understanding of the finance function including standard processes (invoicing, payments , credit control) and simple management accounting reports, P&L, Balance Sheet and Cashflow.

A track record of effective learning and development.

Essential person skills are;

- The ability to communicate effectively
- Positivity
- Flexibility to take on routine and one-off tasks
- Solid grasp of numbers
- Attention to detail and a desire for quality
- Desire to learn.

For the right person we are prepared to invest in training and development of the required skills.

To apply please send CV with covering note to info@gwtinsight.com