

**REF:** ALA2202UK

**JOB POSITION:** Administrative and Logistics Assistant

**LOCATION:** Newcastle, United Kingdom

## About Nonius

### 16 years of experience in hospitality technology

[Nonius](#) provides hospitality technology to more than 330,000 rooms worldwide – in Hotels of the most renowned international chains and several of the most emblematic and recognized independent hotels. With 11 subsidiaries in EMEA and the Americas and an extensive service partners network, Nonius is equipped to serve global hotel groups, local chains and independent hotels. We also bring hospitality to other markets such as Outdoor, Apartments, Co-living, Healthcare, Maritime and other Sport and Leisure facilities.

## Job description/specification

We are looking for a professional to take on the role of **Administrative and Logistics Assistant** for our office in Newcastle. You will be part of an international Team where you will work together with the Subsidiary Director.

## Responsibilities / Tasks

- ADMINISTRATIVE | Payments, collections, expenses and general office task;
  - Assist in the payments process;
  - Assist in the Invoice and collection due amounts from customers;
  - Assist in the Staff expenses process, submitting and reconcile expense reports;
  - Assist in the preparation of regularly scheduled reports to the Unit and Nonius HQ;
  - Book and maintain a filing system for expenses invoices; tax documents;
  - Organise travel arrangements for team members;
  - Greet and assist visitors to the office;
  - Update and maintain office policies and procedures;
  - Maintain office infrastructure.
- SALES ASSISTANCE |
  - Assist on updating and maintaining CRM system;
  - Assist on maintain Noniusolutions.com UK website and SEO;
- LOGISTICS | Purchasing, stocks, shipment to customers:
  - Purchases for projects;

- Stock, Shipments to Customer (Work orders);
- RMAs (customers and suppliers);
- Maintain stock inventory.

### Profile we are looking

- We are looking for smart, good spirit, and talented people!
- You must be a passionate, a great team player and have a strong sense of work ethics, responsibility and commitment;
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus;
- Experience and/or training as an administrative assistant or office admin assistant;
- Knowledge of office management systems and procedures;
- Working knowledge of office equipment, like printers;
- Proficiency in Google Workspace (gmail, docs, sheets, presentation) ;
- Good written and verbal communication skills;
- Strong organisational skills with the ability to multitask;
- Fluent in English, other languages will be valued.

### What we offer

- An exciting role on an established company that has been growing sustainable year on year;
- Great Office environment with fully equipped kitchen;
- Great working environment and to be part of a multicultural and joyful Team.

Please send your resume in English to [jobs@noniussoftware.com](mailto:jobs@noniussoftware.com) with reference ALA2202UK.