**Office Manager / Data Analyst**

Our client works within the oil & gas / renewable energy sector and they are looking for someone with who understands the running of an office as well as project administration / control and able to analyse data.

This is a temp to perm position so an immediate start is required.

**Key duties:**

* Responsible for managing the day-to-day office administrative tasks and duties ensuring all aspects of office administration are carried out effectively and efficiently
* Help to keep MD organised and clear on calendar and tasks. Some personal support
* Follow up on board meeting tasks and MD actions.
* Develop KPIs based on financial information and collaboration with MD and team and develop into monthly update meeting for board and a simplified version for company.
* Develop and manage a project profitability tracker
* Process project timesheets, expenses and invoices

**We are looking for candidates with the following skills and experience:**

* Available immediately
* Advanced Excel skills (Vlookups, formulas etc)
* Power BI would be an advantage
* Knowledge of Xero accounting system would be beneficial.
* Has high attention to detail and able to grasp concepts quickly
* Confident and able to multitask
* Strong communication skills both verbal and written

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".