

Office Administrator

Location: Hybrid (Office-based Mon/Wed in Bix Bottom, Henley-on-Thames)

Company: Oxon Energy

Are you highly organised, confident with IT systems, and great with people?

Oxon Energy is looking for an Office Administrator to join our team and support the smooth running of our operations.

About Us

Oxon Energy is a growing, forward-thinking renewable energy company, committed to delivering high-quality heating solutions and excellent customer service. We value teamwork, professionalism, and making a positive impact.

Key Responsibilities

- Answer incoming phone calls and manage two email accounts
- Produce estimates from initial enquiries using our software
- Book in surveys, services, and engineer visits
- Manage the small works and service department (scheduling visits, preparing quotes, coordinating jobs)
- Provide HR administrative support (logging holidays and sickness)
- Deliver excellent customer service to clients and partners
- Produce warranties and handover packs for clients

Requirements & Skills

- Strong customer service skills
- Confident IT skills with the ability to learn new systems quickly
- Highly organised and self-assertive in managing tasks
- A strong team player with a proactive approach

Role Details

- Hours to be discussed to support work-life balance and school hours
- Hybrid working: Office-based Mondays and Wednesdays, remote for the remaining days
- Friendly, supportive team environment
- Competitive rate of pay

