

OFFICE ADMINISTRATOR (PART TIME, REMOTE)

- **Location:** Fully Remote (UK-based only)
- **Hours: Part time:** 0.6 FTE (Monday, Wednesday, Thursday 08:30–16:30, with 1-hour unpaid lunch)
- **Start Date:** Early November 2025
- **Salary:** £22,750 – £24,570 per annum (FTE), depending on experience (pro rata for part-time hours)
- **Contract Type:** Permanent (following a 6-month probation) – job share

ABOUT THE ROLE

We're looking for an organised and motivated Office Administrator to join our small, friendly team at Venture Force Ltd. You'll play a key role in supporting our operations, providing excellent customer service, and keeping our expedition documentation and systems running smoothly.

This is a fully remote position and will be part of a job share arrangement, so we're looking for someone who thrives when working independently, communicates clearly with colleagues to ensure continuity of service, and maintains a high standard of professionalism and organisation throughout the working day.

KEY RESPONSIBILITIES

- Act as the first point of contact for customer enquiries (phone and email)
- Review, process and manage incoming documentation
- Maintain records, files and online systems accurately and securely
- Prepare expedition support documents and assist with presentations
- Support our team with logistics and safety documentation
- Help maintain our online portal and customer data systems (training provided)
- Assist with our social media and marketing materials
- Attend occasional in-person team meetings in the UK (expenses covered)

WHAT WE'RE LOOKING FOR

Essential:

- Customer support experience
- Strong Microsoft Office skills (Word, Excel, PowerPoint, Outlook)
- Experience with admin systems and processes
- Excellent written and verbal communication skills, with a professional and friendly tone
- Accurate and efficient data entry skills
- Strong attention to detail
- Self-motivated, conscientious, and organised
- Confident working independently from home, with the ability to structure your own workload

Desirable:

- Experience using social media platforms in a business context
- Design experience (creating brochures, leaflets or info packs)
- Experience working with schools or in the adventure travel industry
- Familiarity with Office 365 and cloud storage
- Knowledge of CRM systems
- Experience with website content management (e.g. WordPress)

THE PRACTICAL BITS

- You must have a suitable home working environment with reliable internet access and space for a permanent office set up (laptop, external monitor, keyboard and mouse).
- Occasional travel within the UK may be required for team meetings. Expenses will be covered.
- Interviews will be held remotely in mid-September and include an Excel task and a prioritisation exercise.
- Recruitment closing date is midnight, 31 August 2025.
- The successful candidate must have the right to work in the UK

WHY JOIN US?

You'll be part of a purpose-led expedition company that delivers developmental, life-changing expeditions to both young people and adults. We're proudly "big enough to cope, small enough to care", planning meticulously while remaining close-knit, approachable and hands-on in everything we do. In our small team, we value collaboration, initiative, and proactive thinking. We're looking for people who take ownership, bring a positive attitude, and enjoy making a real difference.

We offer a company laptop and peripherals, a mobile phone, a homeworking allowance, a workplace pension, 33 days' annual leave including English bank holidays (pro rata), one day of paid volunteering leave each year, and staff discounts on outdoor kit. The company typically closes over the Christmas period (at the directors' discretion), providing additional paid time off.

HOW TO APPLY

The closing date is midnight, 31 August 2025. Please email your CV and a covering letter explaining why you're a great fit for this role to recruitment@ventureforce.co.uk

We're committed to building a diverse team and encourage applications from people of all backgrounds, including those with disabilities. We will consider reasonable adjustments to support the recruitment process where possible.