



Nortek is an international instrumentation company, located near Oslo, Norway. We design, develop, manufacture and sell underwater acoustic products for scientists and engineers in more than 90 countries.

We provide innovative, robust, and accurate instruments, backed up by advanced software and comprehensive support to ensure customers maximize value from their measurements.

The engine that drives Nortek is its multi-talented, global team, comprised of people who are experts in their field. A world-class design and development group, a client-facing sales team with direct technical industry experience, and a spirited support and production team define our ability to serve as well as collaborate with our customers.

The company is privately held and has about 115 employees at eight subsidiaries in the US, UK, France, Netherlands, China, Japan, Australia and Brazil.

Part-time Office Administrator

Nortek UK is looking for a motivated and independent part-time Office Administrator based in Southampton, UK. Typical hours are around 16-20 per week and can be organised flexibly throughout the week to suit your needs. The job role will include booking travel, organising logistics for personnel and shipments, supporting the finance team, supporting conferences, exhibitions and training day planning, taking meeting notes, writing contracts and agreements, and various other office-based related tasks. Training will be provided, although some experience in a similar job role is preferred but not essential. Pay and remuneration is competitive. Parking is available on site, and there are good public transport links nearby.

Employer	Nortek
Position title	Office Administrator, Part-time
Job type	Permanent position, 16-20 hours per week
Location	Southampton, UK
Deadline	5th March 2020
Employee benefits	Flexible working hours to suit you. Good rates of pay.

To apply, please send your CV outlining your skills and qualifications, and a brief cover letter explaining why you would be a good fit for Nortek, your indicative salary and dates when you may be available for interview to: claire.cardy@nortekgroup.com.

Deadline for application is **5th March 2020**, with interviews likely to be conducted from 9th March 2020.

Questions

Contact person	Claire Cardy
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