

Administrator – Full-Time

About the Company

Hilco Global, a subsidiary of ORIX Corporation USA, is a diversified financial services company that delivers integrated professional services and capital solutions that help clients maximise value and drive performance across the retail, commercial industrial, real estate, manufacturing, brand and intellectual property sectors, and more. Hilco Global provides a range of customised solutions to healthy, stressed, and distressed companies to resolve complex situations and enhance long-term enterprise value. Hilco Global works to deliver the best possible result by aligning interests with clients and providing strategic advice and, in many instances, the capital required to complete the deal. Hilco Global is based in Northbrook, Illinois and has more than 810 professionals operating on four continents.

Hilco Appraisal Limited (www.hilcovs.co.uk), a subsidiary of Hilco Global, is one of the world's largest and most diversified business asset appraisers, field examiners and valuation advisors. We provide expertise in a wide range of asset classes including Accounts Receivable, Inventory, Plant & Machinery, Real Estate, and Enterprise Valuation. We have delivered valuations across all industries and have provided services from Lending and Financial Reporting to Enterprise Planning and Litigation Support.

Job Brief

The Administrator performs a wide variety of tasks supporting project managers with all aspects of report typing and preparation, setting up of new engagements, arranging travel and accommodation for site-based projects, preparing fee notes and private treaty invoices and all other aspects of general admin duties. The candidate must be able to cope with managing tight deadlines and prioritising workload independently whilst having a high level of attention to detail and have excellent written and communication skills.

Responsibilities

- Typing engagement letters, inventories and reports. Creating same in pdf format
- Setting up new jobs including document sets on SharePoint and data entry on Salesforce
- Enter contact details on Salesforce and input business development interactions
- Take minutes at weekly MBA meeting when required
- Preparation of fee notes and private treaty invoices with supplementary schedules
- Arrange hotel and travel arrangements for employees working away from home, including booking flights, car hire, hotels and transfers
- Assisting with managing office supplies including stationery, misc. cleaning supplies and refreshments including weekly office fruit orders
- Preparing Boardroom for meetings, arranging breakfast or lunch where necessary and ensuring Boardroom is always presentable after meetings
- Answering the Head Office phone, dealing with enquiries and transferring calls, passing on messages where appropriate
- Manage 8x8 telephone portal
- Point of contact for office equipment contracts e.g, photocopier consumables & servicing

- Data room set up and management of access for interested parties
- Maintain Company organisation chart
- Arrange PAT testing when required
- Perform AML checks on behalf of Real Estate team
- Ensure Company intranet certificates are up to date
- Holiday cover for other members of the Admin team

Skills

- Excellent verbal and written communication skills
- Advanced typing skills, ideally able to type at 50 wpm or above
- Proficiency in the Office365 environment with strong understanding of SharePoint, Excel, Word, and Outlook
- Ability to interact in a professional manner with clients, buyers and colleagues across all levels of the business
- Able to prioritise demanding workload from multiple sources to tight deadlines

What does Hilco offer?

- Interesting and challenging work
- Competitive salary and excellent long-term prospects
- Commitment to diversity, equity, and inclusion
- Supportive, friendly and flexible working environment
- Comprehensive benefits package including pension, private medical insurance, group income protection and life assurance
- Ride to Work scheme, Techscheme and Benefits hub for discounts on shopping and experiences, interest free season ticket loan
- 25 days' holiday per annum
- Role will be based in our London office (EC2V)
- Hours of work Monday to Friday 9am – 5.30pm with one hour for lunch