



About Poq

Poq is a global Software-as-a-Service platform that empowers retailers and brands to create highly effective and fully customised native apps in record time. Apps that allow them to build stronger brands, sell more products, deepen customer loyalty and deliver highly relevant content.

The Poq platform is the result of years of focus on retail apps and is proven to increase customer engagement and revenue. Clients include the largest brands and retailers, such as Missguided, Hotel Chocolat, Holland & Barrett, Belk, PLT, the Cotton On Group and FeelUnique.

The London-based start-up, has offices in London and New York. Founded in 2011, the company is VC-backed raising £16.5 million and recently closed Series B funding in 2018, the most recent round was led by Smedvig Capital, with participation from previous backers Beringea and Revolt Ventures.

About the role - Office Intern

This is a new role assisting the Office Executive and Operations & Culture Manager in an increasingly busy office and giving support to our busy Founders. This is a 1 year fixed term contract with the opportunity for a permanent role on successful completion.

It will be a varied position for someone who is interested in a role where no two days are the same! Your main tasks will include office support, onboarding, team/CSR event support and general administrative tasks with the daily running of the Poq office.

What you'll be doing

- Office groceries and stock management – online ordering, taking delivery/distribution & maintaining stock levels
- Logging and monitoring office expenditure
- Maintaining a tidy office
- Set-up weekly team meetings
- Awareness of health and safety including desk assessments, liaising with suppliers and daily fire hazard checks and fire warden duties
- Assisting both the Office Executive and Operations & Culture Manager with quarterly team and CSR event logistics and planning
- Diary and admin support for our three Founders
- Travel booking support for the Poq team
- Managing incoming calls to the Poq office & outgoing post
- Welcoming visitors and taking deliveries
- Assisting on multiple ad hoc projects including occasional research and support with culture initiatives and social media account
- Onboarding – liaising with IT team to set-up new starter desks and IT equipment
- Supporting the Poq team with ad hoc requests and queries from the Poq team

What we're looking for:

Desirable:

- Experience in an receptionist and office support/admin role
- Diary Management
- Proficient with MS Office
- Previous experience with event planning



- Travel booking experience within a professional environment
- Excellent written and communication skills
- Confidence to be first port of call for all staff queries
- Highly tech / IT savvy
- Health and Safety knowledge

Core Skills:

- Excellent organisational skills
- Excellent time management
- Project management through to completion to ensure all tasks are actioned
- Good communicator
- Ability to ask the right questions to understand a brief
- Warm, friendly, happy, confident, can-do, roll your sleeves up attitude
- Self-motivation and proactivity
- Discretion and diplomacy
- Ability to think on your feet and be a self starter

We love spending time together as a team, [check us out on Instagram](#). You can see [more about our team here](#).

How to apply

We'd love to hear from you - please email your CV to recruitment@poqcommerce.com.

GDPR Compliance at Poq

Poq will use the personal data provided by you in your application to contact you regarding matters relevant to the recruitment of this role. Members of the People team and relevant hiring managers and interviewers will have access to your CV during the recruitment process.