

Administration Assistant

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# Administration Assistant

Nottingham, UK



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# About the role

This role involves taking responsibility for a wide range of Central administrative duties. You can expect to be dealing with a variety of admin projects. Tasks will include, but are not limited to, general administration, filing, maintaining databases, organising incoming and outgoing post, arranging company travel, monitoring and procuring stock and ordering lunches for client meetings. This will require a flexible and organised approach to tasks as no one day will be the same!

This is an extremely varied role that would suit an individual who thrives in a fast-paced working environment. Central Admin is at the heart of the business, working closely with the MD and senior management team to ensure the smooth running of day-to-day operations.

Due to the nature of this role, high levels of discretion and confidentiality must be upheld at all times.

## What does this role involve?

- Supporting the Senior HR Administrator and the PA to the MD with day-to-day administration tasks
- Assisting the Accountant with a variety of projects
- Research and booking of travel
- Monitoring stock levels and procurement
- General Office maintenance tasks
- Supporting the Sales Team
- Event planning
- Answering enquiries and forwarding phone calls.

## Our successful candidate will have.....

We're looking for someone who has a passion for working with people and enjoys the challenge of working on a variety of different tasks in any given day.

- Have at least 2 years experience working in a high level general administration role
- Be confident, personable and able to easily build rapport with people at all levels
- Have experience within a small-to medium sized private sector organisation
- Have excellent written and verbal communication skills
- Have experience of managing own time and workload effectively and meeting targets and deadlines
- Have a high level of flexibility and a positive attitude towards innovation and change
- Have strong attention to details and the high levels of accuracy needed to be able to work with sensitive data
- Be able to stay calm under pressure
- Operate with absolute confidentiality and discretion at all times.

# Benefits

- **Holiday:** you'll get 31 days of paid holiday per year (inc. bank holidays) and the office is closed between Christmas and New Year.
- **Development:** our management team provide support to each individual in their professional and personal development. We have an in-house training programme and assign each new employee with a mentor to help them learn the ropes.
- **Pension:** all our staff are auto-enrolled into the Company pension scheme.
- **Events:** our awesome events committee lovingly organise monthly fundraising and social events to get everyone together and raise money for some fantastic causes. We also host an annual summer BBQ at the MD's house and put on a cracking Christmas party.
- **Recognition:** we hold 'employee of the quarter' awards which are voted for by your peers. The 3 people with the most votes get a lovely bonus.
- **Location:** with great transport links, we're just a 15 minute tram ride or 10 minutes drive away from Nottingham city centre. The office is just across the road from the Nottingham University Park campus; a beautiful green space with a lake, art gallery and cafe.
- **Food:** we're pretty food-obsessed here at BYG and are lucky enough to have some very talented bakers in our midst. You need some good willpower to avoid that sugar temptation. Oh, and it's tradition to bring in cake on your birthday.
- **Gym:** if you fancy getting fit after all that food, then you're in luck! All our staff get a corporate discount at all of Nottingham City Council's gym and fitness facilities, the nearest of which is just a few minutes walk from the office.
- **Childcare:** if you're a parent and want to save money on your childcare costs you can sign up to our Childcare Voucher Scheme!

# What happens next?



If you love the sound of this role please send us your CV, telling us more about yourself and why you're interested in the role. And if you'd simply like to know more or have an informal chat please call Laura Snell on 0115 925 2221 or drop us any questions to [jobs@bygsystems.com](mailto:jobs@bygsystems.com)

And if it's not for you – can you think of someone this job could be perfect for? If so please do forward the details on to them!