

POST	Business Support Co-ordinator – Marketing & Design
Responsible To	Business Support Manager
Hours of Work	Part-Time – 30 hrs/week
Location	Oxford
<p>To assist the Business Support Manager (and other staff as necessary) in providing general administrative support to the company. To work closely with the Management Team in providing administrative marketing & design support to the Company across our London and Oxford offices.</p> <p>To be responsible for following Health and Safety policy and Quality and Environmental procedures and working with senior staff towards meeting the company's objectives.</p>	

Major Activities and Responsibilities (Job role primarily includes, but is not limited to):

- Marketing strategy, forecasting, analysing and recording information
- Production of brochures, presentations, mail shots and newsletters.
- Ensuring all printed and electronic materials are branded correctly, business cards, email footers etc
- Maintaining website and social media presence.
- Maintaining company listing and advertisements
- Maintaining company digital photo library and team structure diagrams
- Supporting quality production of company CVs.
- Maintain and review Datasheets and project data
- Managing and maintaining company events and networking.
- Updating internal project accounting system and other databases and spreadsheets.
- Preparing submissions for industry awards.
- Liaising with new and existing clients, making appointments and setting up meetings as required.
- Providing general proactive administrative support including typing, filing, photocopying, letter and report writing, taking and transferring incoming calls and assisting with reception duties.

Outputs & Deliverables

- Communicate clearly and professionally at all times with clients and staff.
- Managing own workload ensuring that all tasks required are undertaken at the appropriate time with minimal supervision.
- Meeting and exceeding expectations.
- Developing and maintaining effective working relationships built on an understanding of others' needs and expectations.
- Working effectively (using good organisational and prioritisation skills) and efficiently using own initiative.
- Demonstrating a belief in CBG Consultants Ltd values and objectives through your attitudes and actions.
- Accurate methodical approach to your work.
- Have a desire to learn and develop knowledge and skills.

General Information (Subject to change, please refer to contract of employment)

The company offers paid holiday (pro rata), workplace pension, healthcare, flexible working arrangements, training and development opportunities, six monthly appraisals and staff bonus scheme.

We promote a mutually flexible approach to working hours to suit the company and staff needs as and when required.

CBG Consultants Ltd is an Investor in People and equal opportunities employers