

POST	Business Support Admin (Part Time)
Responsible To:	Business Support & Finance Manager
Hours of Work:	22 hrs – (flexible days/times as agreed)
Location	London

Job Purpose

To assist the Business Support Manager (and other staff as necessary) in providing general administrative support to the company.

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.

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

- Providing general proactive administrative support including typing, formatting documents, filing, photocopying, letter and report writing.
- Taking of incoming telephone calls and transferring to relevant personnel and assisting with reception duties and arranging / co-ordinating lunches, staff events.
- Assisting senior staff with appointments and diary planning, client meetings
- Receiving, sorting and allocating all incoming correspondence and dispatch all outgoing post.
- Monitor stationery supplies and re-order when necessary
- Invoice management monthly and making follow up calls relating to invoices.
- Database management including project update, timesheets and expenses collation.
- Monitoring and updating CPD records.
- Maintaining website and social media presence
- Assist with bid/tender preparation and submission
- Assist with updating and maintaining company datasheets and CVs
- Communicate professionally at all times with clients and staff.
- Managing own workload ensuring that all administrative tasks required are undertaken at the appropriate time with minimal supervision and a 'can do' attitude.
- Liaising with other members of the team to ensure the smooth running of the office and checking that the photocopier and printers are in good working order and stocked with paper.

Outputs and Deliverables

- 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).
- Demonstrating a belief in CBG Consultants Ltd.'s values and objectives through your attitudes and actions.
- Accurate methodical approach to your work.
- 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, workplace pension, private healthcare, flexible working arrangements, 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 employer.