

Post	Business Support Co-ordinator
Responsible To:	Business Support & Finance Manager
Hours of Work:	38 hrs FT
Location:	Oxford (Travel to other offices may be required from time to time)

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):

- Ensure the smooth running of the office by providing professional central services in all areas including General Office Management, Health and Safety, Facilities, Quality Management and Human Resources Administration.
- Maintain commitment to compliance with ISO 9001 and 14001-which regulates the management of the company's quality commitments. Act as Internal Auditor for Quality Management. Provide training, presentations and guidance as necessary.
- Ensure the company complies with the Health and Safety at Work Act 1974 and subsequent health and safety legislation and approved codes of practice which applies to the company's activities as far as is reasonably practicable.
- Specific tasks including: updating and maintaining the HR database and personnel records; assisting with organising, preparing and monitoring of the appraisal process; On-boarding; conducting new starter inductions and return to work interviews; managing leave and sickness absence; managing the recruitment process, sending out application forms, arranging interviews etc; monitoring the Company training schemes.
- Carry out the duties of the Sentinel Scheme Deputy.
- Alerting managers to bid and tender opportunities, preparing bid submissions, uploading of bids to portals, monitoring bid performance, control of tendering data base.
- Providing general proactive administrative support including filing, photocopying, scanning, letter and report writing, taking of incoming telephone calls and transferring to relevant personnel and assisting with reception duties

Outputs and Deliverables

- Effective team working and ability to work on own initiative.
- 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 the company's values and objectives through attitudes and actions.
- Accurate methodical approach to work.

Essential Skills & Experience	Desirable Skills & Experience
<p>Excellent attention to detail</p> <p>Pro-active and flexible work ethic</p> <p>Excellent inter-personal skills and customer-facing skills</p> <p>Confident telephone manner with additional strong communication skills both written and verbal</p> <p>A proven track record of prioritising and organising work within a busy multi-functioning role</p> <p>Good working knowledge of MS Word programmes including Excel</p> <p>Data base knowledge and management</p>	<p>In-Design experience</p> <p>Project management database knowledge</p> <p>Investors in People knowledge</p>

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.

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

To fulfil your duties supporting the Sentinel Scheme Management as Deputy Scheme Manager