



## **JOB DESCRIPTION**

### **ASSISTANT BUSINESS ADMINISTRATOR**

<b>JOB TITLE:</b>	Assistant Business Administrator
<b>REPORTING TO:</b>	Business Administrator
<b>RESPONSIBLE FOR:</b>	Providing varied administrative and business support duties as required to ensure the smooth running of the company's operations.
<b>WORK BASE:</b>	Suite E, Queen's House, 123-129 Queen's Road, Norwich
<b>CONTRACT TYPE:</b>	Temporary – 3 month fixed contract, potential of permanent role
<b>WORKING PATTERN</b>	Full or part time, Monday to Friday, office based
<b>ANNUAL SALARY</b>	£22,000-£24,000, negotiable dependent upon experience, generous holiday entitlement

#### **MAIN RESPONSIBILITIES:**

- Provide business support to the Business Administrator and wider team
- Support in the implementation of continuous improvement and change
- Be highly organised and act under own initiative

We are looking for an Assistant Business Administrator to support the smooth running and continuous improvement of day-to-day company operations. This role is a 3-month fixed term contract initially but could lead to a permanent role. The role provides a varied Monday to Friday and can be full or part time. You will provide support to the Business Administrator (BA) and wider team to deliver our exciting portfolio of civil engineering, infrastructure and construction projects.

You will be expected to provide a wide range of administrative duties as required, act on your own initiative when required and develop and maintain systems to improve the effectiveness of the company.

- You will provide coordination and business administration to support interacting with all members of the team
- We will support you where you need it, helping you to develop skills and knowledge
- Greyfriars Project Management is an organisation that embraces diversity and respects the different perspectives they can bring
- We offer a flexible approach to working arrangements and styles
- This role is wholly office based however, we will try and be flexible where ad hoc working from home days are requested

- You will work on a wide range of exciting projects and every day will be different and varied

## JOB SPECIFICATION

### **Business support and administration**

- Supporting the BA with the maintenance of company accreditations, e.g. Construction Line, ISO9001, ISO14001
- Support the BA with the maintenance of appropriate policies and procedures, and ensuring team's compliance
- Providing PA duties to the director when the BA is out of the business. This may include: arranging meetings and co-ordinate the booking of rooms, arrange travel, accommodation, hire vehicles and hospitality as required
- Ensuring all aspects of the office property are maintained, including managing utilities, services and arranging for property upkeep and maintenance services as required
- Reviewing and maintaining filing systems
- Procurement of office supplies and equipment
- Providing office services such as reprographics, binding etc

### **Operation and delivery**

- To assist in developing and improving processes and procedures relating to the management of the company's project portfolio and day-to-day operations
- Ensure activities are delivered to the highest standards

### **Business development**

- Support the BA in collating information for Bids when required

Other ad hoc duties as required.

## PERSON SPECIFICATION

### **Experience**

- Live in commutable distance to Norwich

### **Competence, knowledge & skills**

- Good verbal and written communications skills
- Good organisational skills (flexible/organised/methodical)
- The ability to work as an integral part of a team contributing to team success and a positive working environment
- Prioritise tasks by importance and deadline. Discern what is crucial from what is urgent. Adjust priorities as situations change
- Competent use of Microsoft 365 Suite (Outlook, Word, Excel, PowerPoint, Sharepoint, Teams etc.) with the ability to adapt to new systems

### **Personal qualities**

- Ability to work with a closely knit team
- Ability to work independently and be proactive when required
- Flexible approach with the ability to multi-task and prioritise
- Discretion - confidentiality when dealing with sensitive information
- Attention to detail with the ability to effectively manage tasks through to completion
- Good organisation and self-management skills
- Conscientious approach to working
- Maintain the highest standards of professional behaviour and quality of work
- Honest and open
- Highly motivated and dependable

## **ABOUT GREYFRIARS PROJECT MANAGEMENT**

Our mission is to help our clients thrive by delivering successful projects on time and to budget.

Greyfriars Project Management Limited is an experienced project management and planning consultancy specialising in the development and infrastructure industry. We are a dynamic team with vast experience delivering both public and private sector projects.

Our vision: We provide the highest quality project management services that deliver practical solutions to complex problems. We establish long lasting relationships and collaborate with clients to add value to projects, place, community and environment.

### **Our core values**

- Understand our client's vision
- Provide the highest quality of service
- Work in a collaborative manner
- Plan for successful delivery
- Provide pragmatic support and solutions
- Add value to project outcomes
- Actively control and manage projects
- Clear and effective communication
- Desire to progress through the ranks of the company.

If you're interested in this role, please forward an up-to-date copy of your CV including your full employment and education history and availability to work to [info@greyfriarspm.com](mailto:info@greyfriarspm.com). If you would like an informal discussion about the role, please feel free to email us with your contact telephone number and availability.

Keywords: Business Support, Administration, Administrator, Operations, Coordination, Civil, Construction, Engineer, Engineering, Infrastructure, Norwich, Norfolk.

