



JOB DESCRIPTION

Job Title: Office Administrator

Reporting to: BID Director

Working hours: 28 hours per week

Salary: £13,200

Location: Leicester city centre

Employer: Savills Management Resources Ltd

There's so much to love about Leicester. With an estimated population of 342,000 Leicester is the largest city in the East Midlands, home to two universities with over 45,000 students, boasts a number of hugely successful sports teams and is a premier destination offering an exciting range of retailers, arts, bars and restaurants. Leicester is one of the most culturally diverse cities in the UK and truly is international – with residents from over 50 countries across the globe and annual tourism growth of over 6%.

Job function:

In November 2017 85% of businesses voted in favour of establishing Leicester's first Business Improvement District (BID). A BID is a partnership between businesses within a geographical area that provides additional services for the benefit of its levy payers.

BID Leicester will deliver an ambitious plan to build on Leicester City Centre as a great place to visit, live, work and study. BID Leicester is now seeking an organised, confident Office Administrator to support the team and enable the smooth running of the office.

Context and Colleagues:

This role is based in Leicester on a part time basis with flexibility on working hours. Some limited national travel may be required (at the company's expense) for operational and training purposes, this may include infrequent overnight stays.

The purpose of the role is to ensure the smooth running of the BID office, including accurate digital filing and record keeping, ordering and coordinating with suppliers, minute taking and other ad-hoc tasks as business needs require. The role will also provide administrative support to the BID Director.

Responsibilities:

1. Keeping accurate records of invoices and processing them accordingly
2. Ensuring the BID database is up to date
3. Minute taking at BID Board and Steering Group meetings
4. Meeting arrangements including setting up meetings, booking rooms and venues, conference calls, parking arrangements, diary management, agenda coordination, arranging, setting out and clearing board room lunches.
5. IT – coordinating initial IT issues to feed onto IT support provider and following these through to conclusion, chasing IT support where necessary to ensure the smooth running of IT for users. Ensuring IT protocols are followed by all employees.
6. Support to the other members of staff will include varied tasks such as diary management, travel arrangements and collating levy payer information.
7. Administrative support to the BID Director.
8. Assist with the organisation and management of events for the business
9. Front of house office management including reception duties, phone duties, greeting guests, refreshments, keeping kitchen tidy and stocked etc.
10. Compile presentations on behalf of team members
11. Coordinating with suppliers for procurement of items such as uniforms and stationary.
12. To be the primary Fire Marshall, First Aider and Health & Safety contact for the office.

Note: The above list is not in order of priority, and other ad-hoc tasks commensurate with the position will be required.

Personal Specification:

Essential	Desirable
<ul style="list-style-type: none">• Exceptional organisational skills with the ability to multi task and prioritise effectively• Excellent all-round communication skills.• Comfortable speaking with high-level stakeholders• Good attention to detail and presentation of work• IT literate including Microsoft Office.• Excellent knowledge of Excel, Word & PowerPoint• Confident personality with ability to work on own initiative and as part of a team.• Willingness and ability to follow operational procedures, as dictated by the company.• Strong work ethic with flexible attitude to duties and hours.• Good reporting skills.• Smart, presentable and reliable	<ul style="list-style-type: none">• Experience with websites and social networking• Experience with e-marketing systems• Experience of working with databases

To apply, please submit your CV with a covering letter outlining how your skills and experience make you suited to the role to:

recruitment@centralmanagementltd.com

References will be required from successful candidates