

## Job Description

**Job Title:** Team Assistant  
**Reports to:** ACE Director of Compliance/HR & EIC Executive Director  
**Salary:** £30,000 per annum plus benefits

## Summary of Role

- Support the Compliance and HR Team and the EIC Executive Director in the provision of a high-quality administrative service.
- Support ACE Group corporate objectives.
- Work with ACE Senior Leadership Team and key industry stakeholders in developing and delivery of business enhancement services to members.

## RESPONSIBILITIES

- Provide general administrative support to the Director of Compliance/HR, EIC Executive Director and the team;
- Minute taking at stakeholder group meetings, scheduling and co-ordination of meetings, secretarial support;
- Provide administrative support in follow-up actions arising from stakeholder groups;
- Maintain and develop member/client database and paper-based records;
- Respond to Publication enquiries and provide back-up support to the receptionist as needed;
- Provide general administrative support;
- Other ad-hoc duties as directed.

## Person specification

- Degree level qualification or relevant experience;
- Experience of minute taking;
- Ability to organise, prioritise and schedule work assignments;
- Good oral and written communication skills;
- Good IT skills. Knowledge of Microsoft Dynamics CRM would be an advantage;
- A starter finisher with attention to detail and ability to accurately input information;
- Ability to work under pressure whilst maintaining a positive, professional attitude;
- Strong interpersonal skills and the ability to work effectively with a wide range of stakeholders;
- A willingness to learn and develop in the role.

Please send CV with covering letter to [recruitment@acenet.co.uk](mailto:recruitment@acenet.co.uk)