

JOB DESCRIPTION

Job Title: Group Administrative Assistant

Reports to: Executive Assistant

Salary: £22,000 - £26,000 dependant on experience

Potions: Full time or 4 days per week

Location: Homebased with the requirement of UK travel

ABOUT US

You will be joining a fun and friendly team and working with the people and companies at the heart of some of the biggest issues of our time: net zero; levelling up and creating sustainable communities. As the trade associations representing companies large and small in the engineering consultancy and environmental sectors, we at ACE & EIC are leading voices, positively influencing government, and other stakeholders in Westminster and across the UK.

SUMMARY OF ROLE

As part of the team you will be working within a very diverse role, which includes general admin duties and supporting the senior leadership team (SLT) team on broader team activities.

The Group Administrative Assistant role is an exciting opportunity to work across the organisation with exposure to many aspects of our work. You will be a central point of contact for a number of projects, members and outside enquiries. You will work closely with the Executive Assistant and provide administrative support to the wider Leadership Team, enabling them to work efficiently and helping to deliver on ambitious plans at a time of organisational growth. This role will also take the lead in managing supplier relationships and processes within logistics and IT.

RESPONSIBILITIES

- Admin support: managing inbox and calendars for 2-3 Directors including set up and managing reoccurring events, creating tasks, booking and managing travel, hotels and team meetings
- Team support activities; creating and managing agendas for meetings, including capturing minutes, actions and following up on this creating/editing PowerPoint presentations,
- Provide cover for the EA when required
- Support the finance manager in managing 3rd party providers such as IT, logistics & post
- Dealing with incoming correspondence, mail, emails, calls and supporting solutions
- Making travel arrangements/hotel accommodation/train bookings for group meetings and SLT travel
- Support the maintenance of the central outlook calendar
- Co-ordinating events/meetings/seminars and ordering refreshments for member and internal events
- Typing up and collating reports & documents
- Supporting internal onboarding of new starters
- Own stationery ordering and IT equipment
- Work with HR to maintain the employee equipment list

PERSON SPECIFICATION

- Experience in a similar role
- Confident with the use of Microsoft Office particularly outlook & excel
- Excellent organisation and time management skills
- Ability to communicate in a clear and concise way with colleagues and clients
- High degree of attention to detail
- Achieved an acceptable level within GCSE Maths & English or associated level of experience
- Creative and solution approach to challenges
- Strong interpersonal and communication skills (including strong written English)
- Works collaboratively and in a way that seeks to build rapport.
- Working in an agile way that meets deadlines and provides outstanding levels of service to internal and external members.
- Motivated by challenges and success, is independent and willing to work both in a team and within a standalone role
- Knowledge of the consultancy and engineering business would be useful but not essential
- Continually seeks to maintain own professional knowledge through a willingness to learn and develop.

KEY COMPETENCIES

Setting Direction – Has the knowledge and innate ability to be self-motivated and see how their work fits within the wider ACE plans. Natural desire to enhance and improve working practices.

Engaging People – Owns their workload and projects effectively, ensuring outcomes are achieved. Works collaboratively with members and is a team player, building supportive, trusting, and professional relationships. Communication style is inclusive and engaging.

Delivering Results - Focuses on delivering timely objectives with energy, takes responsibility and accountability for quality outcomes. Works with a mindset which seeks to consistently add value.