

## Job Description: Business Support Administrator

The purpose of the role is to support our consultants on the day-to-day running of our business and to manage the smooth running of our central office.

### Key roles and responsibilities:

- Providing administrative support to the team such as formatting documents, creating minutes and presentations.
- Supporting the running of the Cambridge office, setting up meetings and events.
- Providing IT support
- Managing office correspondence and the general enquiries mailbox.
- Working with the HR Manager, managing the recruitment mailbox, interviews and coordinating inductions and staff training
- Managing travel booking and travel risk assessments for our team, escalating as necessary.
- Health and safety management of equipment on TBC's asset registry
- Assisting with our project budgeting and accounting system (training provided)

### Essential experience and attributes:

- Minimum 2 years' experience in a similar role
- Ability to represent TBC professionally at all times
- Excellent organisational skills and attention to detail
- Excellent Microsoft office skills, SharePoint and Teams experience
- Communication skills
- Flexible approach, resilient in a fast-paced environment
- Solutions-focussed approach
- A great team player and autonomous, where necessary

### Desirable:

- Experience in sales invoices
- Personal assistant experience
- Experience in undertaking IT projects