



Admin Assistant Job Description

Job Title:	Admin Executive
Reports to:	Operations Manager
Date prepared:	July 2022

Position summary:

To support the Operations Manager with the daily running of the business, also to support the Operations Manager and the team with administration activities. To also support clients with process mapping and operational support.

Key Responsibilities

Waymaker Office Admin

- Maintaining office supplies
- Management of company filing system and SharePoint
- Supporting the Operations Manager with client contract and SOW administration
- Creating invoices on Xero, collating expenses and invoices for the Director to pay
- Responding to enquiries promptly, using initiative to investigate and make decisions, where appropriate. Answering telephone calls in a timely fashion, taking clear and detailed messages, whilst being an ambassador for Waymaker Consulting
- Working with Director/Line Managers to deliver inductions for new staff
- Competent user of all internal systems, including our HR system (Breathe HR), updating and maintaining our HR systems with accurate employee/company data
- Booking rooms and supporting teams with scheduling requirements and associated catering and logistics
- Liaising with the IT support and handling any IT issues, ensuring all staff have the right IT equipment, managing the printer and WIFI and any other IT needs of the business
- Coordinating any business obligations and requirements i.e., PAT testing, ICO, GDPR, and any Health and Safety needs
- Any general administrative duties, as required by the Director and the Operations Manager

Client Support:

- Organisation Chart – Review and Mapping
- Process Mapping, auditing and testing processes ready to be deployed, reporting back on processes
- Project Management

Qualifications, Experience and Competencies	
Qualifications and Experience	<ul style="list-style-type: none"> • Experience of working with databases and other information systems. • Educated to A-Level standard or equivalent. A degree-level qualification would be advantageous, but is by no means essential • Demonstrable experience in a similar role • Exceptional standard of written and verbal English • Flexibility on hours
Core Competencies	<ul style="list-style-type: none"> • Advanced competency with Microsoft Office suite, particularly Outlook, Word, Power point and excel • Excellent interpersonal skills • Detail-orientated • Focused and responsive • Takes initiative and is proactive, can foresee additional activity to add value to what is asked • Willing and able to adjust to multiple demands, shifting priorities, and demonstrating flexibility. • Excellent learner with an ability to learn new systems, apps, platforms and processes quickly, efficiently and accurately. Able to find the benefits and use them for the advantage of the business and clients
What we expect from you	<ul style="list-style-type: none"> • To understand the growing and changing needs of a small, growing business and be able to contribute support • Work well with the team, giving commitment and loyalty for the good of the business • Ability to solve problems and overcome obstacles to deliver quality support
What we want from you	<ul style="list-style-type: none"> • Appreciate how your contribution has a direct bearing on the success of the business and take pride in your work • Be proactive in suggestions for the growth of the business and see individual success and team success • Look for opportunities for upskilling and training that the business can support you in

Hours of work and salary:
 20 hours each week, flexible working pattern, £23-25k FTE, salary pro rata for 20 hours.

About Waymaker Consulting:
 Here at Waymaker we take supporting business seriously. Our purpose is to make a way for businesses to grow by providing a range of support services that make businesses more efficient and productive. We can provide one or a range of support services to help growing businesses in a bespoke package that helps move the business to the next growth milestone. Not only do we show businesses the way to growth, we make the way happen with our hands-on support.



Job Advert Admin Executive

An exciting opportunity of a new role in a growing Business Consultancy, ideal for someone who is looking for the next challenge in their career, has an aptitude for organisation, problem-solving, creativity and ambition to make a difference for growing business.

We are looking for someone who has experience working collaboratively as part of team, understands customer service and can utilise and continue to learn a variety of skills within operations to see how they could make a real difference. This would also suit someone looking to change sector or industry who can apply transferable skills, knowledge and experience.

You will need to hit the ground running, learn quickly and develop skills to progress. We are a growing and ambitious business who value staff and provide opportunities for development within the firm.

Perks include fully flexible hybrid home and office working arrangements, extra holiday for your birthday and Christmas, pension, lovely office environment and free onsite parking, refreshments provided on site, gym access, training and development opportunities.

Salary: 23-25k FTE, depending on experience
Between 18 - 22 hours per week desired. Immediate start.

Application

To apply send your CV and a cover letter to Lydia Berry hello@waymakerconsulting.co.uk

Your cover letter should detail your relevant experience and how you demonstrate that you meet the qualifications and core competencies outlined above. We are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please provide details of two referees and indicate whether we can contact them at this stage.

Please save all documents to show your name and the document type.

Deadline

The closing date for applications is Friday 19th August, 2022.

Interviews will take be organised with individuals who are short-listed.