

Job Description: Admin Executive

Company: Colmore Business District

Location: Birmingham City Centre, B2 5TJ

Employment Type: 22.5 hours a week, 6-month contract

Salary: £25,000 - £28,000 FTE

Position Summary

Colmore Business District is seeking a detail-oriented and proactive Admin Executive to join our team. The ideal candidate will be responsible for providing comprehensive administrative support to ensure the efficient operation of the office. This role involves handling a wide range of administrative and executive support-related tasks and the ability to work independently with little or no supervision.

Key Responsibilities

Office Management

- Manage and maintain office supplies inventory.
- Oversee office equipment maintenance and liaise with vendors for repairs and replacements.
- Ensure the office environment is clean, organised, and well-maintained.
- Ensure that the meeting room is ready for meetings.
- Keep records of all equipment.

Administrative Support

- Provide administrative support to the Senior Leadership and Management team.
- Handle correspondence, including emails, phone calls, and mail, and respond or direct them as necessary.
- Manage incoming queries into shared mailboxes.
- Prepare reports, presentations, and data as needed for meetings.
- Prepare Board reports and Working Group Papers.
- Take minutes at all regular meetings.

Documentation and Record Keeping

- Maintain and update company databases, records, and files.
- Ensure proper documentation and filing of company documents, both physical and digital.
- Assist in the preparation of regularly scheduled reports.
- Ensure the CRM system is kept up to date.

Event Coordination

- Support the SLT with planning events as required, such as the Annual Meeting.
- Arrange catering, venue booking, and logistics for company events.

Human Resource Support

- Assist in the onboarding process for new employees.
- Maintain employee records and manage HR-related documentation.

Customer Service

- Act as the first point of contact for visitors and clients.
- Monitor enquires email accounts
- Handle and resolve administrative issues and complaints.

General Support

- Support and attend Working Groups as required
- Support planning and consultation with all stakeholders on a range of operational issues
- Assist in ensuring efficient and effective use of resources to achieve the aims and objectives of the Colmore BID.
- Help to introduce and maintain a range of monitoring mechanisms for related budgets and activities in order to measure investment and success
- Contribute towards the development of an accessible, comprehensive and responsive organisation.
- Help to ensure good health and safety practices in all operational areas.
- Assist in bringing about equality of opportunity in service delivery.

Required Qualifications and Skills

- Proven experience as an administrative executive or in a similar administrative role.
- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Ability to multitask and prioritise tasks effectively.
- Attention to detail and problem-solving skills.
- A high degree of professionalism and confidentiality.
- Ability to work independently and as part of a team.

Preferred Qualifications and Skills

- Experience in financial administration or basic bookkeeping.
- Knowledge of office management systems and procedures.
- Familiarity with HR procedures and practices.

Additional Information

- The Admin Executive will report directly to the Chief Operating Officer
- This role may require occasional overtime or weekend work for event coordination.
- This role may require occasional travel for events and meetings.
- The person delivering this role will often be the 'face' of Colmore BID to the outside world. We expect a person doing this job successfully to balance an outward appearance that reflects their unique character with the expectations of the business community we serve.

To Apply please submit your CV and a cover letter detailing your relevant experience and why you are the ideal candidate for this position to info@colmorebid.co.uk. Please reference the job title in the email subject.

Application Deadline: 22 July 2024

Interviews: Week commencing 29 July