



Business administration assistant

About the job

We are currently recruiting for a **business administration assistant** to work within the admin team of a social enterprise, which offers services (social, digital etc) to local communities and SMEs, particularly those run by (or serving) the following groups:

1. Black ethnic minorities
2. Women
3. Young people (16-24 years old)
4. Migrant families
5. Groups suffering from digital exclusion

We are looking for an individual who is adaptable, solution-oriented, with super organisational skills, able to work independently and eager to learn. The role is likely to involve working on multiple exciting projects so the individual should be able to multitask

Roles and responsibilities

1. Maintain organised records and databases, ensuring accuracy and confidentiality.
2. Coordinate meetings, appointments, and events, optimising the executive's time.
3. Assist in generating reports, presentations, and documents with precision.
4. Research various topics to support decision-making and projects.
5. Collaborate with colleagues and departments to achieve operational efficiency and effectiveness.
6. Ensuring the social enterprise is compliant with relevant laws and regulations.



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Experience

Any prior experience in business administration, or management is desirable but not essential.

Skills and Competence

- Ability to work alone as well as in a team
- Competent in Google Workspace
- Good analytical skills and attention to detail.
- Knowledge of international business, currencies and knowledge of relevant regulations.
- Good customer service skills
- Good communication skills and ability to work under pressure.