



IMPACT

Admin Assistant

The finer details...





Admin Assistant

The finer details

Read on for more info.....

Impact have created a new and exciting role based at the company HQ in Windermere. We are looking for someone forward thinking, diligent, organised and enthusiastic about admin! You will be part of a great team and have exposure to all areas of the business.

Intrigued? Want to find out more? Then have a look below.....

Here's some stuff we'd like you to be brilliant at:

- office management systems and procedures
- working knowledge of office equipment i.e. printers
- proficiency in MS Office (MS Word, Excel and PowerPoint, in particular)
- time management skills and the ability to prioritise work
- attention to detail and problem solving skills
- written and verbal communication skills – you will be the first point of contact with our internal and external stakeholders
- organisational skills with the ability to multi-task is a must

Here's some stuff we'd love to hear about you:

- proven experience as an administrative assistant, or office admin assistant
- a team player – relationships are at the heart of how we work globally
- good initiative and ability to deal with ambiguity - asking the right questions, anticipating needs and being resourceful
- confident, proactive and professional when it comes to approaching people
- self-motivated and organised
- hungry to learn and develop

Key responsibilities:

- company meeting notes
- first pick up of main phone line
- meeting room management
- supplier liaison including, stationery, couriering, travel agents, cleaners etc.
- facilities management including our London office which will require some travel
- budget management of supplies including office and programme materials
- checks of resources used on our programmes
- support of other functions when needed but primarily the Programme Management team
- General office duties as and when required

Admin Assistant

The finer details

Here's some stuff we're brilliant at:

- the money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and non-contributory pension scheme are all in there too.
- we're a Great Place to Work® – it's official!
- wellbeing – health care scheme available to all
- inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- celebrating successes – no matter how great or small
- caring for each other – we always have each other's backs
- finding opportunities to support our local communities around the world
- adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

Would you like to join our team?

We'd love to hear from you if you like the sound of us
and you think we'll like the sound of you!

Apply via our website

