

Role Description

Business Assistant [Temporary - Permanent]

June 2019

General

Job Title	Business Assistant
Role Type	Temporary to Permanent
Line Manager	Operations Manager
Base Location	Alto Building, 7 Hatfields, London, SE1 9PG
Background	Software Alliance Limited ("SAL") is a provider of software solutions to the (life) insurance industry, with a primary focus on financial modelling. SAL require an experienced business assistant to join the team.
Role Summary	<p>An excellent opportunity has arisen to join as a business assistant to provide general secretarial, administration and marketing support to the CEO and his management team of 3, on a temp to perm basis.</p> <p>The job requires someone proactive, organised and with a very high attention to detail. You will have the ability to remain calm under pressure whilst managing a dynamic workload. You will be discreet in the handling of sensitive and confidential issues and information. You will have experience as a personal assistant supporting a small team, with experience in calendar and diary management. Experience of handling correspondence and arranging meetings & travel is also essential. You will be well organised with excellent planning skills and a keen eye for detail. You will also take responsibility for the overall business environment (office), including procurement activities. You will have a strong interest in managing and delivering projects, in line with budgets and deadlines.</p>

Job Dimensions

Key Contacts	CEO Operations Manager Business Development Manager Client Implementation Manager	Scope of Impact	Cross organisation
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Key Responsibilities

Primary Duties	<ul style="list-style-type: none"> ▪ Provide administrative support to the management team ▪ Diary management including arranging meetings, travel, accommodation and visas where required, in line with budgets ▪ Prepare meeting agendas, perform research for meetings and take minutes when required ▪ Thorough research and working with internal colleagues to create executive level documents, reports and presentations ▪ Liaise with clients and business guests, acting as the first point of contact as the SAL switchboard operator ▪ Process expenses and invoices on a weekly basis ▪ Support with business conference and event planning ▪ Manage and support relevant projects and committees, with a focus on delivering quality results in line with deadlines ▪ Responsibility for development of sales / marketing collateral, website, corporate slogans and organisational values ▪ Work with internal or external marketing resource to develop and run marketing campaigns ▪ Responsibility for development and delivery of both corporate and product omnichannel marketing- including online, print, and direct ▪ Effectively manage internal and external marketing relations alongside the CEO / business development manager ▪ Develop marketing campaign analysis / reporting for CEO / SAL Board
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Internal Interfaces & Relationships

	<ul style="list-style-type: none"> ▪ CEO ▪ Operations Manager ▪ Sales Manager ▪ Client Implementation Manager
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External Interfaces & Relationships

	<ul style="list-style-type: none"> ▪ Existing customers ▪ Potential customers ▪ Technology partners
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Experience & Knowledge

	<ul style="list-style-type: none"> ▪ Previous experience as PA to a team ▪ Familiar with office management responsibilities ▪ Intermediate-advanced skills with Microsoft Office ▪ Strong diary management skills and experience scheduling meetings ▪ Previous experience booking travel & accommodation
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Qualifications

	<ul style="list-style-type: none"> ▪ Ideally degree educated or equivalent
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Personal Qualities

	<ul style="list-style-type: none"> ▪ Highly organised with a strong attention to detail ▪ Excellent communication and interpersonal skills ▪ Self starting, proactive approach with the ability to anticipate issues and find solutions ▪ Desire to manage and deliver stand alone projects from end to end
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	<ul style="list-style-type: none">▪ Strong administrative skills gained within an office environment▪ Flexible, with the ability to multi-task and prioritise▪ Well presented, with a team player attitude
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Work Arrangements

	<ul style="list-style-type: none">▪ Full time, temporary - permanent
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How to Apply

	<p>If you're interested in finding out more about this role or you would like to apply, please send your CV and a covering letter to the following address before the closing date posted on our website: hello@softwarealliance.net</p>
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