

## Senior Business Assistant

**Location:** Guildford, Surrey  
**Salary:** £30,000  
**Start:** Immediately or Notice  
**Duration:** Permanent

We are looking for a motivated and highly organised individual to join our Operations Team. You must have an absolute passion for business administration as this is an extremely fast paced and varied role. You will be supporting, amongst others, the COO and the Business Development Director and their teams.

You will be working with the current Executive Assistant to ensure that a high level of support is delivered to both internal and external stakeholders. We therefore require a confident individual who can effectively manage a broad range of tasks and initiatives, with previous experience of customer service.

You'll be able stay calm under pressure whilst maintaining a positive attitude and a willingness to get involved in different aspects of the business operations. This is a busy role and you must have the ability to think on your feet, plan, use your own initiative, effectively prioritise your work load and work as part of a dynamic team.

NatureMetrics is a start-up technology company that helps our clients to monitor nature using DNA. We have grown steadily since 2014 and are now expanding following a recent investment raise. We are a team of bright, enthusiastic individuals who are excited to be breaking new ground and disrupting the world of biodiversity monitoring. We take great pride in our work and are seeking new team members who will do the same.

The full specification can be found below. To apply, please email [careers@naturemetrics.co.uk](mailto:careers@naturemetrics.co.uk) including a CV and covering letter. There is no fixed deadline for applications, and the position will be held open until we find the right candidate.

## Roles & responsibilities

### General

- **Diary ownership** which includes managing extremely busy and ever-changing diaries. You will need to be very comfortable with Outlook as well as being able to prioritise, negotiate, be persuasive and diligent in following up.
- **Meeting Management** which includes taking the lead on all meeting requirements and related logistics, creating meeting documents such as agendas, minutes and presentations. Making travel arrangements when required. Ensuring follow up on any meeting action points.
- **General admin** such as producing presentations and reports, proof reading, drafting letters, amending documents, maintaining and updating physical and cloud based filing systems, dealing with incoming mail, printing, scanning, liaising with external IT support to ensure queries resolved in timely fashion.
- Assisting in the set up of **supplier contracts** for customers, both UK and international.
- Sales team administration, including drafting letters and managing responses to **international government** departments.
- Customer services, including answering the **phone**, screening calls, taking messages, ensuring they are followed up.
- Arranging all logistics pertaining to **travel and events** (including international conferences and stakeholder workshops) will likely be a growing part of this role once it is safe to travel and meet in groups again.
- **Adhoc**: this role will involve many adhoc projects which vary across the different internal teams as the need arises.

## Person Specification

<b>Education &amp; qualifications</b>
A Bachelor's degree or equivalent combination of education and experience
<b>Knowledge, skills &amp; experience</b>
<ul style="list-style-type: none"> <li>• Proven experience assisting at a C-suite level</li> <li>• 5+ years' experience in similar role</li> <li>• Extremely detailed oriented</li> <li>• Highly responsive, proactive and solutions driven</li> <li>• Excellent multitasker</li> <li>• Proven ability to effectively prioritise workflow and work with changing priorities</li> <li>• Ability to exercise good judgement and show initiative</li> <li>• High standards of ethics, confidentiality, diplomacy and discretion to handle sensitive information</li> <li>• Highly organised and takes ownership of responsibilities</li> <li>• Strong computer software skills i.e. Word, Excel, Power Point and MS Outlook</li> <li>• Solid experience with office management systems</li> <li>• Familiarity with online calendars and cloud systems</li> </ul>
<b>Interpersonal &amp; communication skills</b>
<ul style="list-style-type: none"> <li>• Enthusiasm and a love for business administration</li> <li>• Integrity and confidentiality</li> <li>• Organised and meticulous</li> <li>• Strong communication skills</li> <li>• Able to work independently and as part of a team</li> <li>• Excellent interpersonal skills and the ability to quickly form professional relationships with colleagues and clients at all levels of seniority</li> <li>• An excellent team player with the flexibility to meet the needs of the business.</li> <li>• Able to work under pressure to meet deadlines</li> </ul>
<b>Additional requirements</b>
All applicants are legally required to demonstrate the right to work/permission to work in the UK. We are not able to offer a sponsorship visa for this post.

## Terms and Conditions

<b>Location</b>
<ul style="list-style-type: none"><li>• This role will be office based once it is safe to do so.</li><li>• All staff are currently working from home where possible, as advised by the government.</li><li>• Current office location - Ashford, Middlesex, TW15 1UU</li><li>• We will be relocating to Guildford before the end of 2021</li></ul>
<b>Working pattern and hours</b>
The postholder is expected to work 40 hours a week Monday to Friday with core hours between 10am and 4pm
<b>Length of appointment</b>
Full time, permanent