

Business Administrator

Job Title: Business Administrator

Responsible to: Operations Director principally, plus other Directors.

Responsible for:

Supporting Operations Director with smooth running of the business including general and financial administration responsibilities and providing a PA function to the Director team.

Purpose of the role:

The primary purpose of the role is to:

- Provide support to the Operations Director in terms of general office administration tasks.
- Assist the Operations Director with financial administration including book keeping, invoicing, bills, timesheets and expenses, ensuring all financial paperwork is fully up to date and meticulously logged in the appropriate manner.
- Provide a PA function to the Director team including diary management and other required tasks.

Personal Attributes:

- Trustworthy and reliable with a conscientious work ethic and excellent attention to detail.
- Confident to set and maintain highest standards of work and, where appropriate, adhere to both internal or external processes and guidelines.
- Confident and self assured when dealing with clients, particularly on financial matters.
- Ability to work well independently and to self-manage time and work flow.
- Ability to deliver against this often demanding role and to meet the high expectations set.
- Good team player and asset to an office environment.

Skills and Knowledge:

- A high level of numerical ability with experience of financial procedures such as book keeping and invoicing.
- Excellent written communication skills and strong social and interpersonal skills.
- Extremely strong organisational and time management skills.
- Adept IT skills including all Microsoft Office applications.
- Experience of working with the media would be a benefit.
- Previous business administration/PA experience is essential.
- Qualification in business administration at NQV level 3 or 4 or equivalent and/or financial management at technician level or equivalent.

Networking and Relationship Management:

- Maintain positive working relationships with all team members (internal and external) at all times.
- Build and maintain client relationships to ensure efficient and effective working methods.
- Assist to develop networks of key contacts across the industry, promoting Sauce.

