



Business Administrator

The Post

The Centre for the Use of Research and Evidence in Education (CUREE) is an independent consultancy at the leading edge of knowledge management in education. We work with a range of individuals and organisations, mostly in the public sector. Our website (www.curee.co.uk) gives you more information about projects we are currently involved in. You will be working in a fast-paced environment where much of the work is groundbreaking; there will be opportunities for the person appointed to contribute in a variety of different ways. The post is based in Coventry, though some travel within the UK may be required from time-to-time.

The core duties for the post are:

Administration:

- arranging, attending and minuting meetings
- assisting event planning and organisation
- preparing resources for training events
- recruitment process:
 - recording details of enquiries made,
 - sending out job information documents
 - collating applications
 - preparing the interview timetable
 - phoning and emailing shortlisted candidates
- sending out letters to unsuccessful candidates
- providing project support
- maintaining computerised, manual and archive filing systems
- updating and maintaining databases
- answering telephone and e-mail enquiries
- general correspondence (email, letters, telephone etc)
- setting up meeting rooms and ordering refreshments
- travel arrangements

- typing, faxing, printing, photocopying and collating materials for a range of purposes
- dealing with queries from external suppliers/cold callers
- dealing with premises issues, organising office maintenance & repair work including office equipment
- overseeing order of stationery/supplies/equipment and office furniture
- check new/renewed supplier contracts ready for signature and monitor contract renewal dates
- utilise staff time tracking system to provide management information
- prepare financial, 'order book' and workload analyses and projections for directors
- ensure office management tasks are running smoothly, and alert colleague responsible if not
- any other such duties as designated

Terms and Conditions

This is a temporary post for three months in the first instance but with the possibility of becoming permanent. Holiday entitlement will be 20 days per year (rising to 25 after 5 years) in addition to Bank Holidays. Salary will fall within £14,250 - £16,500 pro rata dependent on experience.

The company has a designated Stakeholder Pension Scheme for permanent employees for permanent employees, to which it makes a matching contribution of 4%.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • good general standard of education including: GCSE (or equivalent) Mathematics & English Language Grade A-C; 	<ul style="list-style-type: none"> • RSA II Word/Text Processing or equivalent ability; • NVQ 3 Business Administration; • Degree or equivalent
Experience	<ul style="list-style-type: none"> • some work experience in an office environment. 	
Skills	<ul style="list-style-type: none"> • ability to work effectively and solve problems on own initiative and with direction; • ability to type and edit documents; • ability to draft simple correspondence; • good personal organisation; 	<ul style="list-style-type: none"> • experience of working in a time charged or project based environment

	<ul style="list-style-type: none"> • ability to manage detail; • effective time management; • ability to work effectively with others via telephone and in person; • ability to work collaboratively; and • ability to represent the company positively, accurately and courteously. 	
IT Skills	<ul style="list-style-type: none"> • Microsoft Word; • e-mail; • Internet; and • electronic file management. 	<ul style="list-style-type: none"> • PowerPoint; • spreadsheets; and • databases.
Personal attributes	<ul style="list-style-type: none"> • optimism, cheerfulness and an interest in other people; • courteous, positively with clients and honest 	