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DETAILS

Title of Post: PA/Administrator

Hours: Part-time, Mon-Fri, 20 hours a week

Perm/temp/contract: Permanent

Location: Loughborough (LE11 3UZ)

Closing date for applications: 14th March 2021

Are you an experienced PA or Administrator looking for more variety and satisfaction from your job?

Here at Cenex, we don’t have jobs, we have careers. And if you have the right attitude, ability and experience, we would love you to continue to develop your career with us.

Cenex is a well-established transport research and consultancy organisation employing circa 35 people, mostly in Loughborough. Through various projects and partnerships, we help public and private sector organisations implement low emission vehicle and infrastructure strategies, accelerating the shift to Net Zero and thereby helping to reverse climate change. ([www.cenex.co.uk](http://www.cenex.co.uk)}.

As our consultancy teams expand, we need to ensure they, and the Senior Management Team are properly supported, so we have now created a new position of PA/Administrator on a part-time basis.

Reporting to the Head of Finance, this role which will be equally attractive to experienced Personal Assistants (PA) and professional Administrators, will be varied and will involve supporting the Senior Management and wider team with a variety of administrative tasks.

Principal duties will include, but are not be limited to:

* + CEO diary management
	+ Board governance duties (including organisation and minutes)
	+ Collating senior management expenses
	+ Maintaining employee HR records
	+ Ordering office supplies
	+ Arranging meetings (including online) and travel requirements
	+ Scanning & photocopying
	+ Taking minutes for key meetings
	+ Maintaining comprehensive project files both electronic and paper based
	+ Administration support to the wider team (as required)

To be considered for the PA/Administrator role you should have:

* Proven experience in an Administrative officer or Administrator role
* Highly proficient in Microsoft Office (particularly Word, Excel and Outlook)
* An understanding of professional office practice and environment
* Ability to work both independently and within a team
* Methodical and organised approach with the ability to prioritise
* Ability to maintain deadlines, and work under pressure. Occasionally, some flexibility may be required to ensure timescales are maintained
* Excellent communication skills, both written and spoken
* Confident and personable when dealing with people at all levels

We would be very keen to hear from candidates who have:

* Experience of similar work in a small consultancy or professional services type organisation.
* Familiarity and understanding of low carbon technologies and terminology.

We expect a lot from our team, so in return, we offer a competitive salary (to £22k) dependant on your ability and experience, plus a benefits package associated with a highly professional organisation.

Whilst Covid-19 measures are in place, our staff are currently working from home with occasional days in our COVID safe office.

If you think you have the experience and abilities needed to perform this challenging and varied role, don’t delay your application as we expect interviews to take place from 23rd March.

To apply, please send your CV and covering letter to jobs@cenex.co.uk