



JOB DESCRIPTION

DETAILS

Title of Post:	Administrator – Business Development
Hours:	16 - 20 hours a week, worked over five days M-F
Salary:	£23,088 - £25,440 pa pro-rata, DOE, plus benefits
Perm/temp/contract:	Permanent
Location:	Loughborough and hybrid

Closing date for applications: Sunday 4th February 2024

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

Cenex is a well-established and highly influential, independent not-for-profit organisation undertaking transport research, consultancy and events organisation. We specialise in helping public and private sector organisations evaluate and deliver low emission vehicle and associated infrastructure strategies through a combination of research and consultancy activities. We also organise the UK's largest annual exhibition and seminar on low emission and connected autonomous vehicles. Our head office is in Loughborough and there are 46 employees across our UK operations and our sister company in the Netherlands. You can find out more about our work at www.cenex.co.uk

Our Business Development Team is key to our success, identifying an increasing number of opportunities and winning new business for us. We need to ensure they, and our marketing team, are properly supported as the business grows, so we have created a new part-time Administrator position.

Reporting to a Business Development Manager this role will be varied and will involve supporting Senior Management and the wider team with a variety of administrative and support tasks.

Principal duties will include, but are not limited to:

- New business pipeline and internal Kanban board management and reporting
- Supporting and co-ordinating tender and online bid submissions
- Managing tender framework registrations, online procurement portal submissions and management of an email inbox
- Management of the project case study/experience database, team CVs and ensuring adherence to internal processes and systems
- Attending and supporting internal Team meetings as required
- Arranging meetings (including online) and travel requirements
- Maintaining comprehensive project files
- Supporting event administration

To be considered for this role you should:-

- Have at least two years' proven experience in an administrative role
- Be highly proficient in the Microsoft Office suite of products (particularly Word, Excel, Outlook and Teams). Knowledge of sharepoint and forms would be beneficial
- Have an understanding of professional office practices
- Be able to work both independently and as part of a team
- Have a methodical and extremely well organised approach with the ability to prioritise and manage multiple tasks concurrently



- Be able to maintain deadlines, and work under pressure. Occasionally, some flexibility in working hours may be required to ensure bid deadlines are achieved
- Be an excellent communicator, both written and spoken
- Confident, with excellent interpersonal skills when dealing with people from a range of backgrounds

We are very keen to hear from candidates who have:

- Experience of similar work in a consultancy, research, professional services or public sector organisation
- Experience of tendering processes; experience of providing administrative support for public sector tenders would be ideal
- An Interest in zero emission vehicles and climate change

Cenex provides a professional and caring work environment enabling you to develop your skills and experience whilst enabling the transition to zero emission transport in the UK and globally. This is an opportunity to make a real difference in the world by working with an exceptional team of talented, dedicated and supportive individuals who are committed to reducing the environmental impact of transport.

We expect a lot from our team, so in return we offer a competitive salary dependant on your ability and experience, plus an excellent benefits package associated with a highly professional organisation. Benefits include 27 days holiday plus statutory holiday (pro-rata), a 7.5% employer contribution to the company's stakeholder pension scheme, and a cycle to work and EV car scheme.

On appointment the successful candidate will be expected to work from our Loughborough offices on at least four days each week. Hybrid working may be possible (at least 3 days pw in the offices) after a successful introductory period.

If you think you have the experience and abilities needed to perform this challenging and varied role, don't delay in submitting your application. First stage telephone interviews will take place during the w/c 12th February 2024; second stage in person interviews will be held in Loughborough during w/c 26th February 2024.

To apply, please send your CV **and** covering letter (covering letter to be no more than two pages long and must set out how you meet our requirements and why you want to join our team) to jobs@cenex.co.uk