

Role: Business Support Assistant

Amiosec is an exciting and growing UK technology company with innovation, agility and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology and products in the communications security sector.

This is a highly varied role supporting the expansion of the highly successful research and technology company at its secure facility in Tewkesbury. The successful applicant will be a self-motivated team player who is highly organised and efficient with a common sense and a flexible approach.

Responsibilities include:

- PA support to senior management and other business functions
- Arrange meetings, book facilities/equipment, prepare agendas, attend meetings, and produce and distribute minutes within agreed timescales
- Assisting with internal document control and developing company processes
- Support with BSI ISO 9001 accreditation.
- General office administration including provision of office supplies and equipment
- Assisting in planning of events, meetings, room bookings and catering where necessary
- Organisation of domestic and overseas travel bookings
- Answering phone calls, dealing with visitors and customer enquiries
- Providing customer service of the highest standard, both internally and externally
- HR Administration support

Skills and personal qualities required:

- Highly effective planning, coordination and time management.
- Must be able to prioritise own workload and adapt to changing work priorities.
- Highly varied administration experience, including PA / project / sales support
- Numerate and IT literate with good knowledge of MS Word and Excel
- Excellent inter-personal and communication skills, both written and verbal
- Highly efficient with an organised approach to work and excellent attention to detail
- A flexible approach and a willingness to learn new skills and adapt to change
- An ability to work under pressure whilst displaying sound judgement
- A strong team player with excellent customer service skills

Note:

- The successful candidate must be able to obtain and maintain UK security clearance

The successful candidate will enjoy a highly varied and responsible role within an exciting, dynamic and expanding technology company and will be working as part of a friendly, highly motivated and professional team.