

Role Profile: Business Support Assistant

Vacancy Description

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 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:

- General office administration.
- Prepare meeting rooms and catering where necessary.
- Answering phone calls, dealing with customer enquiries, visitors and chaperoning when necessary.
- Providing customer service of the highest standard, both internally and externally.
- Daily checks ensuring housekeeping is maintained throughout the business.
- Set up and manage a goods in / out process for all internal deliveries.

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.
- 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: Due to the nature of our work, all candidates will be required to obtain and maintain an appropriate 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, motivated and professional team.

