



About the Company

Beyond Business Travel is changing the world of business travel. We are a dynamic, innovative and fast-growing travel management company based in Belfast. We have big growth plans which means our Managing Director needs the support of an Executive Assistant who is motivated, enthusiastic, positive and able to work on their own initiative.

Key Responsibilities:

- **Administrative duties on behalf of the director:**
 - Assisting director with ad-hoc duties and managing diaries, meetings and travel;
 - Organise any events for team, supplier and client;
 - Monitor director emails when required;
 - Communicate with board members, schedule board meetings and ensure that board packs and any other reports required by the directors are issued on a timely basis;
 - Minutes of meetings when required;
 - Follow up on key tasks issued by the director;
 - Projects on behalf of director;
 - Agendas for meeting to be prepared;
 - Expense claims;
 - Office procedures are followed in line with KPIs at all times.
- **Office Manager duties**
 - Joint administrator for all applications e.g. slack, outlook, drop box, Microsoft, whosoff
 - Continuous review of current processes and highlight more effective approaches to Director
 - Responsible for the file structure within SharePoint and ensuring that all data policies are followed;
 - Monitor IT issues and solve simple IT problems Telephone calls, stationery supplies reordering;
 - Clear desk policy;
- **Staff and People Responsibilities**
 - Contribute and be proactive to role within appraisal process;
 - Help embed and role model the business values of teamwork, fun & positivity, Going above and Beyond, Doing the right thing;
 - Ensure that all 121's are done in line with performance framework within the business, reporting to directors when this is complete or otherwise;
 - Ensure induction packs, training plans, contracts and joiner checklists are completed for all new starts, with all information saved within the employee HR folder;
 - Ensure that all leavers are processed in line with policy;
 - Ensure that all employee folders are kept to standard and all information is held in accordance with data policy.
 - Organise interview times & all communication with potential new employees. Organise rooms, diaries and documentation for interview panels where required.
- **Team work**
 - Maintain strong working relationship with other teams and liaise with team on behalf of director.

Essential

- Minimum 5 years' experience in an administrator/executive assistant role

- Excellent organisational and time management skills
- Accuracy & attentions to detail is paramount
- Strong communication & interpersonal skills
- Strong can-do work ethic and ability to work in a face paced working environment;
- Ability to working in line with procedures with a focus on attention to detail
- Motivated, enthusiastic and positive
- Strong written and oral communication skills
- Highly organised, efficient and able to multi-task
- Self Starter, able to work on own initiative
- Excellent working knowledge of all MS office applications
- Strong focus of continuous improvement

Desirable

- Experience of HR
- Digital Marketing
- Full driving license
- Strong numerical skills

If you feel you have the above experience send me across your CV, this is a fantastic opportunity to work for a successful, growing company with a lot of career opportunities and progression.

All applications will be treated with the strictest of confidence