

## Business Support Administrator

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Company: Agenda Partnership

Location: Towcester

Category: management

Business Support Administrator

Towcester

Salary: DOE

As the Business Support Administrator, your role is to help and support the administrative duties including written and telephone support for their clients. My client has a national reputation for advising their clients and there is a constant stream of jobs to be organised.

They are looking for somebody who is highly organised, confident IT abilities particularly with typing and comfortable with verbal communication with clients when necessary. This role is demanding and requires constant communication with clients and external service providers. You will be involved in preparation of terms of business, monitoring ongoing work and proof-reading reports. The demands of the role mean that you must have the ability to work accurately at pace and to prioritise.

This role will be based out of their Towcester office, working within a team of business support administrator, you will join a supportive and collaborative team.

Skills and experience required:

\* Good communicator in person, on the telephone and in writing

\* Administration or secretarial experience

\* Audio typing experience would be helpful

\* Good understanding of MS Word, Excel, and Teams

\* Proven ability to work on own initiative, independently within a challenging and dynamic work environment

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