

Business Support Officer

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Company: Cherry Professional

Location: Mansfield

Category: other-general

Business Support Officer | £21,780 - £24,201 | Temporary | Hybrid/flexible working | Mansfield

Are you immediately available and ready for your next assignment? This is an exciting opportunity to join a public sector organization in Mansfield on a full-time or part-time basis.

Benefits include:

Free Parking, Flexi-time & hybrid working, Value Awards, Civil Service Pension Scheme, Well-being membership, Eye Tests, Employee Assistance Programme, Generous holiday entitlement.

You will be working in an inspiring, friendly, and supportive team, working with departments and colleague networks across the organization. It can involve a wide variety of communications work, so no two days are the same.

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Please keep in mind that this role is due to start soon, so you will need to be on short notice or available immediately.

About the role:

Attending key meetings and taking notes as needed

Research into suppliers, ordering items using InBye and receiving/checking orders

Creating visual intranet overview report weekly

Updating key information on the intranet (with training) – e.g. on call rota

Updating 'Forward Engagement Plan' content planner document with information from a variety of sources/planners

Gathering information, images, and details from colleagues

Good personable skills and friendly manner

Experience in a fast-paced environment

Ability to multi-task and organise own workload

Other roles you may have applied for:

Engagement Support Officer, Research & Engagement Officer, Event Coordinator, Administrator.

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