

CIO Assistant

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Company: Sodexo

Location: United Kingdom

Category: other-general

Job Introduction

CIO Assistant

As a CIO Assistant with Sodexo, you'll gain fantastic exposure into a busy IT department through close collaboration with our CIO and Head of Data & Digital Transformation. You'll support them in their day-to-day duties, gaining invaluable insights into the varied areas of a large Tech, Data & Digital function. With daily interactions with the wider IT Leadership Team, you'll learn about information security, networks & infrastructure, architecture, IT service, programme management and data & digital transformation. This role will set you in great stead for any future specialisation in IT by offering an incredible insight into industry standards, processes, operating models and day to day workings.

What you'll do:

Provide proactive support to our CIO and Data & Digital Transformation Director, primarily with inbox management, diary coordination and meeting preparation

Help plan, execute and monitor projects from the CIO

Assist with leadership team papers, reporting and actions which will include manipulating large volumes of data and creating presentations utilising PowerPoint and virtualisation tools

Convey technical information to colleagues within the IS&T function and non-technical business stakeholders

What you bring:

A university degree or equivalent qualification in an IT or Technology field

Keen interest in working in a tech, data & digital department, and being involved in a range of responsibilities within this area

Superb organisational skills to be able to prioritise tasks and juggle priorities

Flexible and adaptable with a proactive approach to working on a variety of different things

Great communication skills to connect and collaborate with technical and non-technical colleagues

What we offer:

Salary + Bonus + Excellent benefits package

Working with Sodexo is more than a job; it's a chance to be part of something greater.

You'll belong in a company and team that values you for you; you'll act with purpose and have an impact through your everyday actions; and you'll be able to thrive in your own way. In addition, we offer:

Flexible, dynamic and inclusive work environment

Fantastic benefits package

Access to ongoing training and development programs

Countless opportunities to grow within the company

This role will be predominantly home-based, but travel to Sodexo offices in Salford, Greater Manchester and London will be required.

Ready to be part of something greater? **Apply today!**

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