**Job Description**

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| Job Title | | | |
| Job Title: | Administrative Assistant | Job Category: |  |
| Department/Group: | Business Support | Reports to: | Operations/HR Manager |
| Location: | Nottingham | Travel Required: | Yes |
| Level/Salary Range: | £ Negotiable dependent on experience | Position Type: | Full-time |
| Line management | N | Finance management | N |

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| **Job Purpose:**  Inclusive Boards (IB) is an executive search and advisory firm that specialises in equality, diversity and inclusion. We support organisations and sectors in their efforts to develop more diverse boards, senior leadership teams and stronger governance structures. Our services include Executive Search, Advisory, Leadership Training and Diversity & Inclusion courses.  The Administrative Assistant role is a key position within the Operations Team and will work across the company working with colleagues to support the smooth and efficient running of the company’s systems and procedures. |

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| **Role and Responsibilities:****Business Support**  1. Support the Executive Search team in candidate management from sourcing through to candidate appointment(s) 2. Support the Campaigns team with administrative tasks e.g. support in organising meetings, events and other activities relating to the team’s objectives. 3. Utilising the company’s CRM systems to log and update all contact, candidate and company data 4. Supporting the diary management of Inclusive Board’s Directors. 5. Scheduling meetings and travel arrangements for Inclusive Board’s events 6. Supporting the Operations Team with day-to-day activities 7. Producing data/reports as and when required. 8. First point of contact for telephone enquiries; dealing with written enquiries 9. Performing any other reasonable duties as directed by line management.   **Corporate Responsibilities**   1. Assisting with the delivery of business and corporate plans for your area. 2. Supporting continuous improvement in your own areas of responsibility. 3. Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated. 4. Ensuring value for money and quality outcomes are achieved in all activities. 5. Being fully aware of and compliant with Inclusive Boards’ policies and procedures relevant to your own area of responsibilities and to corporate policies and procedures including the Staff Handbook, GDPR & Privacy Policies. 6. To use PeopleHR to maintain attendance and other company records including appraisals and personal development documents. 7. Performing any other reasonable duties as directed by line management.  **Company Responsibilities**  1. Leading by example as a role model for Inclusive Boards values and professional standards as an executive search agency and management consultancy. 2. Supporting continuous improvement in your own areas of responsibility. 3. Assisting with the delivery of business plans for your area.   **These lists should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.** |

**Person Specification**

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| **CRITERIA** | **Essential (E)**  **Desirable (D)** |
| **Qualifications**  * A degree (preferably a higher degree) in a subject with a significant quantitative element. | D |
| **Skills/competences**  * Excellent written and oral communication skills, to reach out appropriately to various audiences. You will have a high degree of computer literacy, excellent written and verbal communication skills, this is essential as you will be required to answer the phone to clients and companies, assist in writing reports, blogs, emails and respond to potential clients and candidates. * Methodical and high levels of accuracy and attention to detail * Calm and professional manner, can use own initiative * Tact and discretion for dealing with confidential information * High levels of integrity, resilient and flexible * Ability to build effective working relationships with internal and external stakeholders. * Ability to research and find information for the company * Collaborative worker and team player * Competent with the full suite of Microsoft Office, basic IT skills | E |
| **Knowledge**  * Knowledge of equality and diversity practices and the legal framework * A basic understanding of recruitment practices and procedures | D |
| **Previous experience**  * Experience of working in a sales and/or customer service role * Experience of performing quantitative and qualitative research using a range of methodologies * Experience of analysing data from a range of sources * Experience of dealing with enquiries using a range of communication methods   (These can all be in the context of academic experience as well as work experience) | D |
| **Special Attributes:** Exceptional attention to detail. high levels of accuracy |  |
| **Additional**  You may be required to evidence the essential criteria in your application, and if successful, at interview. Additionally, you may also be required to complete online tests, exercises, scenarios and/or psychometric testing. Details of this will be provided if you are successfully shortlisted for an interview. |  |

To apply, please send in your CV and a covering letter, (maximum two sides of A4) explaining why you think you would fit the role to: [appointments@inclusiveboards.co.uk](mailto:appointments@inclusiveboards.co.uk)

**Your cover letter is an important part of your application and you will not be considered for a first stage interview without one.**