



Business Administrator

Purpose

HLP UK Ltd are looking to recruit an experienced Business Administrator to support our team delivering Building Surveying services and Architectural Design projects. The post would suit a dedicated, proactive, professional career minded administrator who has an interest in developing their breadth of business support skills in a growing, dynamic business.

The successful candidate will provide support to the Directors in a broad range of disciplines and be personable with a pro-active attitude and be prepared to contribute when required in all sectors of the business and is expected to communicate effectively across all employees. The role is client facing and the post holder will often be first point of contact for the business.

Primarily the role will be offering financial administration support, with additional support directly on project administration. Ultimately, it is envisaged the role provides marketing and sales support, working closely with the external retained Marketing and Business Development Consultants, however this isn't an immediate priority of the position.

This is a permanent, full time role. Whilst it is envisaged the post will be based out of our modern Hednesford premises, occasional working from home will be possible once the post holder is fully trained and embedded in position.

Newbury Suite 7, Centrix@Keys, Keys Park Road, Hednesford, Staffordshire, WS12 2HA
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Regulated by RICS

Duties to include:**Office and Financial Support**

- Setting up projects on accounting system
- Production and issuing of invoices
- Chasing of payments and debtor reporting
- Accurate inputting staff timesheets onto accountancy software
- Inputting of expense information and cost coding
- Preparation of financial reports
- P&L Reporting and preparation of board documentation
- General financial support
- Answering phone calls and managing phone system
- Maintaining contact databases and digital/hardcopy filing
- Document Control and Updating Client Portal
- Premises management
- Management of staff and personnel records

Project Support:

- Project set up
- Document Control
- Production of written and photographic reports.
- Standardisation of project documentation
- Proof reading
- Project tracker updates

Marketing and Sales Support

- Managing Sales and Quotation Database
- Sales pipeline reporting
- Quote preparation and follow up
- Updating social media accounts and website copy
- Updating of marketing collateral
- Prospective client calls, follow ups and emails

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Educated to a minimum of A levels 	<ul style="list-style-type: none"> Degree in Marketing or Business Studies
Work Experience	<ul style="list-style-type: none"> 2 years working in a customer facing role 	<ul style="list-style-type: none"> Experience of working in a professional consultancy
Specialised Skills	<ul style="list-style-type: none"> Extensive experience of Microsoft Office High level of IT literacy 	<ul style="list-style-type: none"> Knowledge of updating websites and social media channels
Personal Attributes	<ul style="list-style-type: none"> Ability to work on own initiative and prioritise work, yet still work well within a team environment Ability to work well under pressure Excellent organisation skills and attention to detail Flexible and Proactive Excellent phone manner 	

NOTE: Candidates will be shortlisted for an initial phone interview prior to attendance at formal interview