



Driving prosperity in the M3 corridor

## **Administration Officer Job description**

### **Purpose:**

Working as part of the Enterprise M3 Operations Team, to support the smooth running of Enterprise M3's activities, and to provide a professional and comprehensive administrative support service.

### **Location:**

Office based at Enterprise M3's offices in Winchester but some travel will be required across the Enterprise M3 area.

### **Responsible to:**

Senior Project Officer

### **Working hours and salary:**

This post is available full time with a starting salary of £25,833. We would also welcome secondments from partner organisations.

The post will be on a permanent basis.

### **Main responsibilities:**

- To provide administrative support to the Enterprise M3 Assistant Directors and the wider Enterprise M3 team.
- To provide administrative support to Enterprise M3 on procurement and finance activity, including raising Purchase Orders, drafting award letters and supporting the processing of any funding claims.
- Set up internal and external meetings on behalf of the team.
- Ensure meeting accommodation, catering and equipment requirements are arranged and confirmed.
- Support the development of administration systems within Enterprise M3, and proactively contribute to the delivery of an efficient service
- Liaise with external venues to enquire about meeting room bookings.
- Provide meeting and minute taking support.
- Provide high speed, accurate word processing of letters, reports, briefing notes, minutes and preparation of materials for presentations using, PowerPoint, Word and Excel.

- Maintain accurate filing and document management systems
- Accurately respond to and manage queries.
- To support the Enterprise M3 team with major stakeholder events including the Enterprise M3 annual conference, business engagement events and other events throughout the year.
- To support Enterprise M3's communications activity, including updating the Enterprise M3 website and social media accounts with content provided by the Enterprise M3 team.
- Provide holiday/sickness cover within the Operations Team

**Qualifications & Experience required:**

- Previous experience delivering a wide range of administrative functions.
- Computer literacy with experience of using a variety of software for data management and transmission.
- Ability to communicate effectively at all levels in the organisation and with external contacts.
- Demonstrable competence or aptitude to work as part of a team, managing complex matters.
- Experience of minute taking.

**Skills & Core Competencies:**

- Ability to work with, and quickly build strong relationships with, a range of partners at all levels across the public, private and not-for-profit sectors.
- Engaging personal style, with an ability to work in an ambiguous and rapidly changing environment
- A high standard of written work
- Proactive and positive approach, strong problem-solving ability and resilience, with a willingness to learn
- Ability to work independently and as part of a team
- Commitment to diversity and equality of opportunity

## How to apply

Application should include:

- a cover letter describing how your experience matches the key areas of responsibility and the capabilities and experience within the job description
- a CV

The closing date and interview schedule is as follows:

Application Closing date	Interview date
17:00hrs on 4 March 2019	w/c 11 March 2019

An electronic version of the above documents should be sent to [recruitment@enterprisem3.org.uk](mailto:recruitment@enterprisem3.org.uk) by the closing date.

Candidates might be contacted via telephone. Successful candidates will be invited to a job interview which is expected to take place in Winchester.

For any questions regarding this post please contact

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