

Administrative Assistant (Full or Part time)

Closing date for Applications:	07 July 2022
Interviews:	July 2022
Start Date:	As soon as possible
Location:	Cambridge, UK
Salary:	Approx. £25,000 dependent on experience
Other benefits:	Individual training budget; flexible working; group personal pension; and income protection insurance

About the job

We are seeking an experienced Administrative Assistant to join the team at Cambridge Econometrics UK office on either a full time or part time basis.

[Cambridge Econometrics](#) (CE) is a leading independent economic consultancy. Our analysis and insights are used by clients around the world to inform policy decisions about pressing challenges to society. The CE Group employs around 50 people at our companies in Cambridge, Brussels, Budapest and Northampton, Massachusetts, US, and continues to expand. We provide economic and policy research in areas that we are interested in and that make a difference to people and the natural environment; the Financial Times lists us as a [top Management Consultancy](#).

Working in the Group Shared Services team, and line managed by our Bids and Contracts manager, the main purpose of the role is to provide comprehensive administrative support to Cambridge Econometrics UK office team. You will work in close collaboration with our Associate Directors as well as other teams within the group shared services.

This is an opportunity to apply and actively contribute to further development of good administration and operations management practice in an environment which values new ideas. The ideal candidate will be someone with excellent administrative capabilities who can manage our busy monthly schedule and work across multiple, varied projects within the organisation.

Your responsibilities will include:

- Manage office supplies inventory and place orders as necessary
- Assist with office layout and hybrid working arrangements
- Assist the IT and Premises manager with premises-related tasks
- Perform receptionist duties; greet visitors, opening the post, and directing phone calls
- Assist with the submission of the administrative aspects of bids
- Respond to non-bid related questionnaires from suppliers
- Acting as PA to the Associate Directors including booking travel arrangements, including flights, hotels and taxis, diary management and other administrative duties such as arranging contracts for signing and filing expenses.
- Booking couriers and taxis as needed

- Helping to run the company's resource management software (Workflow Max) and within this to be responsible for running the weekly timesheet and sending reminders to staff

Person specification

We are looking for people who have:

- At least A Level/BTEC standard with GCSE Mathematics and English or hold equivalent qualifications or have equivalent practical experience
- Relevant experience of administrative support
- Experience of working effectively both independently and within a multidisciplinary, collaborative team environment
- Exceptional accuracy and attention to detail
- A high level of literacy with excellent verbal and written English
- Comfortable working and contributing to a multidisciplinary team
- Experience in handling deadlines and workload by actively managing and clarifying priorities
- A good working knowledge of MS Office (Word, Excel, PowerPoint), SharePoint
- Prior knowledge of resource management systems, in particular Workflow Max, would be an added advantage.

Candidates will be required to have the right to work in the UK by the start of their employment.

For more details see our website <https://www.camecon.com/who/careers/>

To apply, download our application form ([Word](#) or [PDF](#)), complete it, and follow the instructions on how to submit it.

Working at Cambridge Econometrics

Cambridge Econometrics is a world-leading provider of real-world, evidence-based economic analysis for policy assessment. As the trading arm of a charitable trust, we're driven by a desire to make a difference, not just a profit. We do work that we are interested in and can feel proud of.

Our reputation is based on delivering penetrating insight, so we recruit and develop people with an ability to digest, interpret and summarise key messages.

Cambridge Econometrics is accredited as an Investors in People organisation at the Silver award level. In all parts of the organisation, we like to stretch and challenge our staff, so they continue to learn, and develop their skills and experience. In return, we offer a friendly, supportive and inclusive environment, and a strong commitment to high-quality training and development from day one. Benefits include: individual training budget; flexible working; group personal pension; and income protection insurance.

We are committed to promoting a diverse workforce and we welcome applications from under-represented communities and groups. A copy of our Equal Opportunities Policy is available on request.