

JOB DESCRIPTION

Role Title:	Administrative Assistant – Business Development	Location:	Bildeston
Department:	Business Development		
Reports to:	Senior Business Development Manager	Direct Reports:	None

Role Overview:	You are responsible for supporting the Business Development team with day-to-day administrative tasks to insure effective internal and external communication.		
Roles & Responsibilities:	<ul style="list-style-type: none"> Running all TMJ social media, gathering content and keeping up to date with all comments / replies Keeping the TMJ website regularly updated and ensuring continuity with brand image Regularly updating the workshop and internal Pivotal system with news Creating posters and notifications that fit with brand guidelines Publishing our internal newsletter 3 times per year and collecting all relevant information involved Planning whole staff company events Updating the Leads list with potential projects Conduct the Business Development new starter induction Familiarisation with current projects and who is working on them for ease of communication and information gathering Regular communication with our chosen charities Ordering samples by communicating with suppliers when necessary Promoting/Working towards the Company Mission Statement, Core Values and Company Annual Objectives Any other duties the Company may ask you to perform Working to the high level of quality expected within the Department. Ensuring compliance with all Company Quality and Environment Procedures Ensuring compliance with all Company Health & Safety Policies and Procedures 		
Necessary Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> Ability to act on your feet with aspects of ad hoc tasks Base knowledge of social media Excellent attention to detail and brand awareness Good time management and time keeping Ability to prioritize workload and deal with busy deadlines 		
Desirable Skills/Aptitude/ Knowledge/ Experience:	<ul style="list-style-type: none"> High level of confidence engaging with Board members and team Event planning experience Experience using Canva to design posters and notifications Basic administrative skills 		
Qualifications: (Desirable to do the job)	<ul style="list-style-type: none"> GCSE English / Maths 		
Key Internal Relationships:	<ul style="list-style-type: none"> Senior Managers TMJ Team 		
Key External Relationships:	<ul style="list-style-type: none"> Local Supplier for events Chosen Charities 		
Prepared By:		Date:	