

## Operations Co-Ordinator

### About *Be the Business*

Led by Sir Charlie Mayfield (Chairman) and Chief Executive Tony Danker, *Be the Business* was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

### Role Purpose

The Operations Co-ordinator will be responsible for general day-to-day running of the office of circa 35 people, as well as diary support for the Senior Management Team. They will also be the main point of liaison between the office facilities team and the BtB team and provide IT and HR administrative support for the wider team.

### What You Will Do

- **Extensive diary management for the Senior Management Team** – Arranging meetings, booking rooms, registering and welcoming visitors etc.
- **IT support** – Manage the relationship with our outsourced IT provider and act as the point of escalation for IT issues.
- **Office management** - Act as the key liaison point with the office facilities team, reception and mailroom; set up AV and VR hardware and ensure smooth running of all office management processes.
- **Organisation of team meetings and events** – Such as the weekly 'Lunch & Learn', external event co-ordinations and other team activities, including ordering of catering.
- **Travel** – Organising travel and accommodation for the Senior Management Team.
- **Provide ad hoc support for the Executive Assistant/Chief of Staff** - Including direct support for the CEO when the EA is on leave/absent.
- **HR** – Onboarding/offboarding updating of HR system, provision of IT software and hardware for new starters via IT provider and arranging office access.
- **Procurement** – Monitoring of stock levels for IT/office equipment and ordering new equipment when required

### What We're Looking For

- Proven diary management experience, ideally supporting multiple stakeholders.
- Proficiency in MS Office (MS Excel and MS Outlook, in particular).
- Excellent time management skills and ability to multi-task and prioritise work.
- Attention to detail and problem solving skills.
- Strong organisational and planning skills in a fast-paced environment.
- Strong interpersonal skills.
- Team player.
- Agility and flexibility.
- Ambassador for the productivity movement.
- Diplomatic and skilled at upward management.
- Resilient self-starter.
- 'Start-up' mentality - comfortable with creating new processes and Introducing best practice.

### What We Offer You

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission-driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.

Sound interesting? We thought so. So, what are you waiting for?

If you're interested in joining our team at *Be the Business*, please send your details to:  
[careers@bethebusiness.com](mailto:careers@bethebusiness.com)