



## Job Description and Person Specification

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<b>Job Title:</b>	Office Administrator		
<b>Salary:</b>	£ 14,137 (Dependent on Qualification & Knowledge)	<b>Company:</b>	BID Leicester – Savills Management Resources (“SMR”)
<b>Hours:</b>	24 per week	<b>Location:</b>	Leicester city centre

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### The Company

Founded in 1998, Savills Management Resources (“SMR”) is a subsidiary of Savills (UK) Limited. Providing a comprehensive high quality support service to the Commercial Property Management Team, SMR currently employ over 1,200 staff nationwide, comprising of sector specialists including Facilities & Operations, Technical Services & Procurement, Marketing, Personnel, Health & Safety and Security, Cleaning and Maintenance staff.

The principle behind BID Leicester is that it is run by business, for business and controlled by organisations with a business mind-set.

Following consultation with BID area businesses, BID Leicester has established the following priorities:

- A clean safe and attractive environment (CSA)
- Raising Leicester’s profile through high quality marketing (RLP)
- Creating a strong business voice within Leicester (SBV)

BID Leicester will operate for an initial 5-year term until January 2023, when a ballot will take place to determine whether a further term is agreed.

Any BID provision must benefit BID Levy payers located within the BID area which contains 699 levy paying hereditaments - a map can be viewed at [www.bidleicester.co.uk](http://www.bidleicester.co.uk).

### The Site

St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ

### Job Description

The Office Administrator is responsible for the smooth running of the office and all administrative duties within the organisation. This includes arranging virtual meetings and booking rooms, writing and circulating minutes, processing invoices for services used by the company, raising invoices for services provided by the company, maintaining accurate database records, being the point of contact within the company for database queries, maintaining adequate levels of stationary and other office essentials, ordering company branded workwear, populating the Street Ambassador rota, and any other tasks commensurate with the role.

If new procedures are necessary to further organise tasks, these will need to be established by the Office Administrator.

### **The Person**

The ideal candidate will enjoy being part of a team and working in a team environment. Being self-motivated in order to complete tasks in a timely manner is key. The candidate should be highly organised with the ability to manage upwards as necessary. It will be important for the successful candidate to demonstrate the ability to take responsibility for tasks, report back and establish procedures as necessary. A friendly and approachable manner will help build positive relationships with key stakeholders and their staff.

Candidates will be required to demonstrate the following:

#### **Essential**

1. Exceptional organisational skills with the ability to prioritise effectively.
2. Excellent all-round communication skills.
3. Comfortable speaking with high-level stakeholders.
4. Good attention to detail and presentation of work.
5. IT literate including Microsoft Office.
6. Excellent knowledge of Excel, Word, Outlook and Power Point.
7. Confident personality with ability to work on own initiative and as part of a team.
8. Willingness and ability to follow operational procedures, as dictated by the Company.
9. Strong work ethic with flexible attitude to duties and hours.
10. Good reporting skills.
11. Smart, presentable, and reliable.

#### **Desirable**

1. Experience with websites and social networking.
2. Experience with e-marketing systems.
3. Experience of working with databases.

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The candidate attributes detailed as Desirable are considered to be non-essential although training will be provided on more technical aspects of the role.

Please submit a covering letter detailing why you are appropriate for the role and your CV to [info@bidleicester.co.uk](mailto:info@bidleicester.co.uk) before Tuesday 1<sup>st</sup> September.

Candidates should be available for interview on Monday 7<sup>th</sup> / Tuesday 8<sup>th</sup> September.

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