

Business Administrator Vacancy



Job Title Business Administrator

Interview Date Week Commencing 19th February

Reports to Chief Operating Officer

Salary Competitive, commensurate with experience

Location Bury St. Edmunds

Contract Type Permanent

Closing Date 12pm Friday 9th February

Benefits BUPA, Pension Scheme, Employee Bonus Scheme

About us

Led by 5 Partners, our range of management services cover all aspects of running agricultural businesses, providing honest and impartial assessments of client needs and bespoke consultation.

The growth and success of Wilson Wraight is attributable to our dedicated team of experts who pride themselves on forging close relationships with clients, understanding individual needs and providing a professional and personalised service.

With 25 years of experience delivering the highest level of agricultural business consultancy and a strong belief in the importance of integrity and relationships with our clients, we are considered as leaders in our field.

Job Details

We are looking for an exceptional individual to help us develop and deliver all areas of business administration and contribute to our ongoing success.

Who Are We Looking For? Someone with:

- A strong educational background.
- Comprehensive secretarial and administrative experience working in a busy environment.
- An ability to engage and communicate with a diverse set of clients, stakeholders and staff.
- Scrupulous attention to detail and accuracy in work produced.
- Expert working knowledge of Microsoft Outlook, Word, PowerPoint, Excel and Access.
- Experience of complex diary management.
- High level experience of producing minutes and arranging meetings.
- Proven ability to use own initiative with a proactive attitude and helpful demeanour.

Sharing our knowledge

At Wilson Wraight we generate ideas and deliver solutions that have a real, lasting influence on the people and businesses we work with. Critical to the success of this is making sure we've got the right people, tools and infrastructure to share our experience, expertise and knowledge. In this role, you'll help us deliver this to the highest possible standard.

The Role

Filling the newly created Business Administrator position, you will enable this fast-paced business to run smoothly day-to-day by prioritising a broad range of tasks with ease. In summary, this means you'll:

- Be highly motivated, organised and proactive.
- Continually refine processes within the office to drive constant improvement and efficiency.
- Provide high quality admin and secretarial support to staff and stakeholders.
- Accurately prepare Report, Budget and Appraisal documentation from a variety of sources, ready for client presentations and meetings.
- Be the first point of contact for clients, stakeholders and staff for all service issues.
- Develop, implement and manage a central 'on-line' diary for all staff.
- Regularly take minutes at client and staff meetings.

Benefits We Offer

As an employee at Wilson Wraight you will enjoy a generous holiday entitlement, automatic enrolment to a defined contribution workplace pension scheme, inclusion within the employee bonus scheme after twelve months service, BUPA and a structured personal development programme.

Why Wilson Wraight?

Our vision is to have a profound impact on our clients, delivering a personal and world class service which is founded on our core values, honesty, impartiality and integrity. This can only be achieved through our diligent team working together and you will have the opportunity to be part of this.

How to Apply?

Application is via submission of a CV (no longer than 2 sides of A4), accompanied by a cover letter outlining why you would like to fill this role and why you are a great match for what we are looking for.

Please email to David Sanders at dsanders@wilsonwraight.co.uk or send to:

David Sanders
Chief Operating Officer
Wilson Wraight
Regent House
110 Northgate Street
Bury St Edmunds
Suffolk
IP33 1HP

Available documents

FULL JOB DESCRIPTION
(separate document)