



## Team Assistant Job spec

### The details

Location	London (Waterloo)
Start date	July 2019

### The opportunity

We have a great opportunity for a Team Assistant to join our growing company. This is an ideal opportunity for someone with excellent communication and organisational skills and a pro-active approach to work, to join a thriving small business and help to shape the way we work. Someone full of ideas, enthusiasm and a can-do attitude would be a perfect fit for our growing team.

### The company

Surevine is a small, UK based yet completely distributed company. We have hubs in London and Bristol, and a team spreading from Edinburgh to Exeter.

We provide secure collaboration technology and expertise to UK Central Government and other organisations with equally demanding security requirements, and have recently launched our very first product. It's a busy time!

The Team Assistant will be responsible for supporting the whole company, from administrative support o to arranging our Christmas party! We need someone to be constantly connected to the team, ready to swing into action.

### The job

#### Primary responsibilities include:

- Light PA support to Directors as needed – meeting and event bookings and admin support
- Provide full administrative support to the team
- Board Meeting management – scheduling the meetings, circulating the agenda, collecting the papers to be discussed and minute-taking at the meetings
- Schedule and co-ordinate internal and external meetings
- Book travel and accommodation for the team as required
- Manage hot-desk and meeting room bookings, as required

#### Secondary responsibilities include:

- Manage supplier accounts e.g. travel, corporate phone account
- Work with new starters to set up inspirational and productive home-working environments
- Manage Health & Safety supplier contracts
- Assist Talent Manager with admin, event bookings, team organisation etc.
- Assist Marketing team with events, meetups and logistics
- Assist Sales team with administrative support, including managing our presence on portals
- General admin including letter writing, following up on calls etc.

### Skills and experience

#### Essential

- Experience of working as a Team Assistant / Personal Assistant
- Internet savvy – ideally already using Google Apps / the latest web based tools to make life easier
- Fluent computer skills, including office applications e.g. word processing, spreadsheet and presentations
- Excellent attention to detail
- Self-motivated but a great team player
- Excellent communication skills, both verbal and written
- Good telephone manner
- Bucketful's of common sense and a pro-active approach to work

#### Highly desirable

- Experience of working with an SME or start-up
- Good A-Levels (or equivalent)
- User of social media with an interest in new technology
- Strong organisation and planning skills
- Mac proficient