

Business Administrator

£23,000 – 28,000 pro rata plus generous benefits package
Permanent position

Are you a highly motivated, experienced Business Admin professional with attention to detail? Do you have a deep passion for promoting our Vision, Mission and Culture and making sound judgement? Are you highly organised, efficient and with a high work-rate? This position requires you to be excellent at your job and an effective motivator focused on getting things done. You need to be analytical yet also a good 'people person'.

Applications are invited for a professional, highly motivated and capable Business Administrator with a strong track record and skill sets to assist with the full range of Business Administration work and work closely with our Management Team. You will ideally have experience with payroll, invoicing and working at a strategic level with senior staff.

We are looking for someone with excellent communication skills (listening and verbal and written communications), is highly professional, and yet personable disposition. The post will be based in the beautiful market town of Bakewell where you will be accountable on a day-to-day basis to the Chief Operating Officer and Managing Director. You will have a forensic attitude to your work, the ability to think from multiple perspectives and a passion for accuracy. You must be able to work as an effective team member who can be relied upon to deliver to tight deadlines. We are a high performing company with a professional yet friendly culture with many outstanding performers. We maintain a high commitment to staff development and training and look forward to supporting career development and developing people to be the best they can be.

In return, we offer an exciting range of employee benefits:

- Competitive salary
- Sector-leading commitment to training and career progression
- Member of the Company's health cash plan which includes a wide range of health services and financial support
- Discounts and rewards on health, fitness and entertainment
- Attractive pension contribution
- Life assurance cover
- 28 days annual leave (inclusive of Bank Holidays)
- Additional annual leave awarded for service
- Accommodation provided for away work with subsistence

To apply, go to our website www.archaeologicalresearchservices.com/about-us/careers/ and download, fill in and submit all the required documentation set out below and send to personnel@archaeologicalresearchservices.com. If you would like to discuss the post with us then please ring us on 01629 814540 and ask for 'personnel'.

Applicants must complete and send in;

- Covering letter comprising 250 words on why you consider yourself a suitable candidate.
- Our application form (downloadable from the website) including the names and full contact details of two referees
- Candidates may wish to fill and send in the Equal opportunities form (downloadable from our website), but this is not mandatory
- Full CV