

Team Assistant (Manchester)

Introduction

Metro Dynamics was founded in 2015 to provide strategic consulting advice to those leading, growing or investing in cities. The Company has grown rapidly in the last year, and now employs in the region of 20 people based in offices in Manchester and London.

The company is seeking a highly organised Team Assistant to support the London based Office Manager. The successful candidate will become a part of the existing business support team, and as such will be a key element in ensuring the smooth running of the administrative side of the company across both offices.

This is a growing role, with the opportunity to progress to Office Manager of the Manchester office as the company continues to grow.

Summary

- To provide internal administrative and general support to the wider company and ensure the smooth running of the Manchester office, overseen by the Office Manager

Role & Responsibilities

Team Support

- Providing internal administrative and general support across the team, including but not limited to the following:
 - Assisting in the preparation of presentations and other documents including formatting and thorough proofreading
 - Assisting with diary management, including booking conference calls and organising room bookings
 - Making travel arrangements and bookings

Office/business administration

- Supporting in the management and maintenance of the Manchester office including working with suppliers and third parties (e.g. our external IT team)
- Assisting with new staff inductions
- Assisting the Office Manager and Financial Controller with month-end administrative tasks by maintaining cost effective systems and ensuring financial controls and costs are carefully managed
- Supporting the Office Manager in the management of the company website, including uploading blog posts, adding new client logos, updating reports and imagery etc.
- Supporting the Office Manager in the organisation of company social events (e.g. the summer party and Christmas party)

- Assisting in monitoring procurement portals for potential new business opportunities

Qualifications & Skills

- Graduate/ entry level
- Excellent attention to detail and a high level of accuracy
- Excellent written English, proofreading, editing and formatting skills
- A flexible, proactive approach to work including the ability to prioritise to achieve successful outcomes, with the ability to work on own initiative and foresee potential issues
- Ability to deal with sensitive information with discretion and to maintain confidentiality at all times
- Familiar with Microsoft Office Word, Excel and PowerPoint (experience with Microsoft Outlook would also be beneficial)
- An interest in the politics and economics of city growth is desirable

To Apply

To apply please send a CV and cover letter to admin@metroynamics.co.uk, explaining why you would make a good Team Assistant at Metro Dynamics.

Please note: all applicants must have the relevant permissions to work in the UK for the period of the internship being considered.

Salary: From £17,550 dependent on experience