

## Administrative Assistant for the BITCI Advisory Services Team

Business in the Community Ireland (BITCI) is a movement for change and a unique organisation. Since 2000, we champion the business transition to more sustainable and inclusive models that leave no-one behind. Our purpose is to inspire and enable businesses to bring about a sustainable, low carbon economy and a more inclusive society where everyone thrives. We act as trusted advisers in sustainability and corporate social responsibility.

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Job Purpose:</b>	To provide administrative support to the Advisory Services team.
<b>Contract Type:</b>	Full-Time Permanent
<b>Reporting to:</b>	Business Working Responsibly Mark Manager
<b>Number of Direct Reports:</b>	None
<b>Job Location:</b>	Dublin / Hybrid
<b>Travel/ Driving License Required:</b>	No
<b>Salary:</b>	Salary Band 6 €25,249- €31,562

### Job Description

This is an exciting opportunity to be a part of a mission-driven team dedicated to working with member businesses to mature and transform their environmental, social, and governance (ESG) strategies. This critical role will have full visibility across Advisory services and working with Advisors and the Mark Audit team, will support and shape the building blocks of our work.

The Administrative Assistant will be responsible for performing a variety of administrative and clerical tasks to support the delivery of our services and events to member businesses. The ideal candidate should have excellent oral and written communication skills and be able to organise their work using software like Microsoft Teams, Sharepoint and Microsoft Office.

### Primary Responsibilities

#### Advisory Team

- Ensuring the integrity of CRM data – keeping information up to date and providing reports and mailing lists when requested
- Producing the monthly member bulletin

- Improving Advisory's use of the SharePoint environment – organising structures and updating key content as required
- Capturing meeting notes for Advisory meetings and selected client meetings (as requested).
- Liaising with Communications and Stakeholder Engagement on providing administrative support for events and workshops (including managing attendee lists and other event management tasks).
- Providing technology support for online events and follow up (surveys) as required.

#### **Business Working Responsibly Mark**

- Working with the Mark team to schedule internal and external audits
- Supporting the Mark team administration of key legal documents

#### **Person Specification:**

##### **Necessary Experience**

- Minimum of two years' experience working in a similar role
- Experience managing diaries and meeting schedules

##### **Desired Experience**

- Experience working with CRM (Microsoft Dynamics) systems and Sharepoint
- Experience working with audits
- Experience supporting events

##### **Core Skills**

- Fluency in English, both written and verbal
- Strong organisational and time management skills to meet required deadlines
- Proficiency in the Microsoft platform i.e. Microsoft Office suite, Microsoft Teams, Sharepoint

##### **Other skills / knowledge/personal attributes:**

- Excellent interpersonal skills.
- Attention to detail.
- Proactive and flexible approach along with the ability to manage a varied workload.
- Motivated and enthusiastic