

Operations Administration Assistant Securious - Exeter **Job Summary**

We are looking to recruit another full-time employee to join our team at the Science Park, with great organisational skills to support the operations manager with customer engagement and project support.

Responsibilities and Duties

- Responding to initial customer enquiries and capturing project details.
- Communicating with clients to ensure they receive all relevant information required.
- Coordinating the Cyber Essentials process.
- Managing the schedules of the team.
- Assisting with drafting client proposals.
- Assisting in the production and maintenance of project plans.
- Assisting with marketing and public events.
- Assisting with draft blogs for company websites.
- Sales invoice notification.
- Working as part of a team ensure clients always receive a professional service.

Qualifications and Skills

- Outstanding customer relations skills are **essential**
- Excellent communication skills are **essential**
- Organisational skills are **essential**

Benefits

Competitive basic salary

Pension scheme

Development and supported training

25 days annual leave plus statutory holidays

Onsite restaurant facilities

Free car parking

Job Type: Full-time

Required experience:

- Administrative Assistant: 1 year