

JOB DESCRIPTION

Designation	Business Support Administrator
Reports to	VP, Human Resources
Location	Market Harborough, UK

Company Overview

ONVU Technologies is a privately held Swiss group, operating out of bases around the globe including US, UK, and Turkey. Through annual investment in R&D, talent acquisition and strategic partnerships we go to market via our brands focused on smart video, IoT and cloud applications. Our brands include ONVU Learning and Oncam. We believe in developing empathy led technology to answer genuine challenges in the vertical markets we address; by enabling users to leverage the technology in a way that solves their problems. Use cases of this has been in creating business intelligence insights for retail via video, providing a safer environment in an airport or helping teachers create better student outcomes by leveraging IoT devices in the classroom for insight and CPD.

Role Overview

The Business Support Administrator will be responsible for the smooth running of the Market Harborough office, provide PA support to the Executive team and support the HR department.

Responsibilities

Office Management:

- Support and cover reception duties and general business support.
- Ensure a smooth and professional operation and appearance of Market Harborough office - i.e., facilities, consulting with Finance to order refreshments, stationery, and office supplies.
- Manage access control to the office, ensuring it is always secure.
- Manage and process meeting room bookings and car parking requests.
- Manage day to day relationship with Landlord and third party contractors delivering services to the office – i.e. air conditioning engineers, cleaners.
- Arrange for courier collections and delivery of equipment.
- Support the Compliance Manager to ensure Health and Safety compliance within the office – i.e. First Aid, Fire Marshalls.
- Support the business in the execution and delivery of existing and new facilities management projects.

Executive Support:

- Provide PA support to the Executive team.
- Booking of travel and accommodation in line with company policy.
- Manage and process meeting room hiring and assist with the organisation of events.

HR Support:

- Source and organise employee gifts for key events ensuring it is conducted within budget and in a timely manner.
- Assist with monthly employee engagement campaigns.
- Support the activities of the HR team on an ad hoc basis – i.e., HR admin, HR projects.

Other:

- You will be required to perform additional duties or responsibilities, which fall reasonably within the remit of the role.

Experience

- Experience in a similar office administrative or support role.

Desirable Requirements

- Experience working in a SME environment.

Skills and Understanding

- Effective communication skills both written and verbal.

- Strong interpersonal skills.
- Excellent attention to detail.
- Effective time management.
- Ability to multi-task and stay organized.
- Ability to stay calm under pressure.
- Ability to use own initiative and work independently.
- Ability to work in a team.