

Company: Tiger Eye Consulting Ltd
Norwich: Telephone: 01603 293503

Job Title: Administrative Assistant Type: Part Time, Tues to Fri 10am to 3pm (18 hours per week), Permanent

Tiger Eye specialise in implementing and supporting software solutions in Legal, Banking, Professional Services and other markets. We work predominantly with the iManage Work suite of Software products, specialising in Document and Email Management, and helping clients manage the knowledge contained within them. We have also developed our own range of software tools and products, including our own new Knowledge Management product for law firms, Tiger Eye Blueprint.

After a period of significant growth in the business, we now need an Admin Assistant to help within our Finance and Marketing departments. The role will be split between both teams and will allow us to continue building on our success by strengthening and growing the administrative support provided both internally to the business and externally to our customers. The role will be based predominately from home but currently includes one day a week working at our Norwich office (this may increase over time.)

The successful applicant will need to demonstrate excellent communication (both oral and written) and organisational skills; be able to work accurately, with positivity and enthusiasm, and be keen to learn new skills.

Job details / benefits:

- Working Hours: Tues-Fri 10am to 3pm with 30 mins for lunch
- Salary Range: from £8,892 to £9,828 per annum, depending on skill set/experience
- Tiger Treats Bonus Scheme.
- Company Auto enrolment Pension Scheme.
- Holiday: 25 Days Annual leave equivalent (pro-rated for part time)

Key responsibilities:

Finance

- Assisting with processing sales and purchase invoices in Sage.
- Answering customer finance queries via email and telephone.
- Processing employee expenses.
- Assisting with VAT Returns.
- Chasing for aged debt.

General Office

- Research and book training courses for team members.
- Ordering stationery, office refreshments, furniture and equipment.
- Answering telephone enquiries.
- Booking travel and accommodation for team members.
- Updating policies and procedures.
- Assisting with the co-ordination of the company well-being programme.

Marketing

- Assisting with admin requirements for events such as trade shows and conferences.
- Helping to source new merchandise and keeping track of existing resources.
- Helping to draft announcements for media partner promotion and sending content to media partners when required.
- Assisting sales personnel with scheduling demos and sending follow up resources to customers where necessary.
- Helping to keep the company website updated.
- Promotion of events such as webinars etc via legal IT news websites and media partner announcements.

Desired Skills and Experience:

- Excellent customer service and communication skills (both oral and written)

- Excellent organisational skills.
- Strong levels of numeracy.
- Knowledge of Sage Accounting would be an advantage but is not essential as full training will be given.
- Methodical and accurate with good attention to detail.
- Good working knowledge of Microsoft Office applications e.g. Word, Excel, PowerPoint, MS Teams
- Ability to work within both a small team and independently.
- Enthusiastic and positive, with a desire to learn new skills.

Anticipated start date – W/C 11th October 2021

To apply, please email your CV to Julie Wilson: HR@tigereyeconsulting.com

Closing date: Friday 3rd September 2021