**SELWOOD LTD**

**POSITION DESCRIPTION: Business Unit Administrator**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** Provide comprehensive administrative and office support while coordinating and managing business travel across the Group. Assist with the delivery of the Group’s corporate hospitality, events and social responsibility initiatives, ensuring the smooth operation of the Group and Business Unit.

**RESPONSIBLE TO:** Business Administration Manager

**REGULAR CONTACTS: External** Suppliers

Customers

Charity and Volunteering organisations

Government organisations

Public Relations

**Internal** Executive Leadership Team

Senior Business Unit Board (BUB) Team

BUB Team

Senior Leadership Team

Strategic Project Manager

SHEQ Director

ESG Team

Marketing Team

All Departmental Managers

Operational Managers

Sales Managers

Management Accountants

PRS & PS&M Staff

**MAIN RESPONSIBILITIES:**

* Coordinate and manage travel bookings for multiple business units and teams across the Group (PRS, PS&M, Central Functions), ensuring efficiency and cost-effectiveness.
* Administer personal safety devices, ensuring proper allocation, maintenance, and usage.
* Manage user administration for travel, expenses, and volunteering online platforms, ensuring all user details are up to date.
* Oversee the production and submission of the out-of-hours call-out rota for the PRS Business Unit.
* Prepare and distribute new starter documentation in a timely manner, ensuring smooth onboarding for new employees.
* Manage and distribute PRS customer rebate letters, ensuring accurate and timely processing.
* Assist in the production and formatting of the PRS annual budget, working closely with relevant stakeholders.
* Coordinate and lead the Group’s innovation programme, including chairing monthly meetings with senior management to drive new initiatives.
* Maintain multiple shared inboxes, ensuring prompt and effective communication across the business, meeting the agreed SLA’s for each inbox.
* Arrange and coordinate offsite meeting rooms for ad hoc team meetings, ensuring all logistical needs are met.
* Organise business lunches as required, managing logistics and catering where necessary.
* Manage branch and departmental credit card purchases, ensuring compliance with company policies and effective tracking of expenses.
* Order ad hoc office supplies to ensure the smooth operation of the business, maintaining adequate stock levels.
* Support the delivery of the Group's CSR activities and initiatives, assisting in the execution of corporate social responsibility programmes.
* Assist in the production of CSR communications and marketing materials, including attending monthly catch-up meetings with the marketing team to ensure alignment.
* Assist with the organisation and execution of corporate hospitality events, including internal events and team-building activities.
* Provide administrative support for Senior/Executive Leadership Team (S/ELT) members, including coordinating meetings and diaries, preparing PowerPoint presentations, and drafting letters.
* Assist the Business Administration Manager with maintaining the Business Unit's intranet page, ensuring up-to-date content.
* Provide annual leave cover for the Business Administration Manager, ensuring continuity in their absence.

*The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the company’s commercial activities require.*

**QUALIFICATIONS & EXPERIENCE:**

* Previous administrative experience is required for this job, but open to the industry experience.
* Intermediate MS Office skills (Project, Excel, Word, PowerPoint & Teams), with the ability to analyse data on Excel spreadsheets.
* Excellent communication skills, both written and verbal.
* Strong organisational skills with effective time management, planning, multitasking and prioritising skills.
* Present a proactive mindset to tasks, to be forward thinking whilst also maintaining a methodical, attention to detail approach.
* Ability to work in a fast-moving environment and be flexible to business priorities changing.
* Demonstrated commitment to adhering to Health and Safety Policies and regulations.