



Innvotek Limited

43, Berkeley Square, Mayfair, London, W1 5FJ

www.innvotek.com

Innvotek is a leader in the business of Innovation. We collaborate with organisations to drive business grow, while creating value throughout innovation. Driven by a desire to solve complex challenges we help develop products that accelerate advances in technology and science. We invest both our technical expertise and funding 'know-how' to fuel the commercialisation of inventions and patent portfolios.

Our mission is to energize and streamline a knowledge based economy that will drive innovation.

Position: Administrator / Executive Assistant @ Innvotek Ltd

Location: Solihull, UK

We are looking to appoint an Administrator/ Executive Assistant, to support our Management team at Innvotek and work with our enthusiastic team, delivering exciting and innovative projects. The ideal candidate will be required to undertake a range of specific administration tasks, including managing ever changing busy diaries, planning, organising and coordinating meetings, booking travel, preparing documents and processing financial/data reports.

Working as part of a team, you will display enthusiasm and drive, completing tasks in a precise manner to tight deadlines. You will also demonstrate flexibility, adapting to a fast paced environment to assist wherever there is the greatest need. The ideal candidate will be able to work on their own initiative and be able to adapt and flexible to different tasks and requirements throughout the office.

We are looking for someone who is proactive, team focussed and will have a positive, can do attitude. The ideal candidate will have the initiative to develop our operations whenever there is opportunity to improve and able to take on additional projects, whilst working in a very collaborative environment.

Main duties and responsibilities:

- Day to day administrative support for the company, as to manage and coordinate the diaries of the Executive Team and provide a full meeting administration service as required.
- Assist with business documentation, plans and delivery of team initiatives
- Screening enquiries, supporting client relationships and co-ordinating activities using our systems, and being the first point of contact before passing on to the delivery and management team.
- Preparing meetings - compiling agenda's, literature and presentations.
- Manage social media (weekly posts to website and LinkedIn), email/digital marketing campaigns, website, print etc.
- Monthly reports and brief presentation of progress against business KPI's.
- Ensure that requisition of goods and services required for the efficient running of the office.

- Working with the Innovation Director, Chief Executive and team colleagues as required, and contribute to a wide range of areas, from different client accounts to internal Innvotek projects.

Person Specification:

- Highly flexible and adaptable with a pro-active can-do attitude.
- Willing to support management team to meet organisational needs.
- Comfortable working within a structured process but able to use initiative, when required.
- Organised, hardworking and keen to use or develop new skills.
- Excellent English language skills with the ability to communicate effectively and professionally both verbally and in writing with clients and other associates.
- Experience in a similar role is a plus.

What we look for:

We are looking for people who are smart, curious and pro-active. We value each individual and want you to be the best version of your professional self: continuously improving on your role and always thinking *synergy* (how the pieces of the puzzle fit together and what you can do about it).

What we offer:

We are a highly dynamic and international team and we offer a competitive salary based on experience, a level of flexibility which allows you to manage your own time and work spot, and both an open environment and informal culture.

To apply please send your CV highlighting “Administrator” in the subject line to recruitment@innvotek.com

Please include your notice period or availability to start, current location and anything else you would like us to know about you.