

**PERMANENT PART TIME, RESEARCH AND EVENTS ADMINISTRATOR, BH21**  
**REF: E3RES2022**

**Salary offered is £23,000 to £25,000 Gross per annum, pro rata (£11.79 - £12.82 /hr)**

This is a hybrid work opportunity, with a requirement to visit offices in BH21, Southampton, and/or London (depending on the location of the successful applicant).

We are excited to be working with E<sup>3</sup> Consulting (a professional services firm) with recruiting a Research and Events Administrator.

E<sup>3</sup> Consulting is an award-winning property taxation specialist, working with property developers, owners, investors and occupiers across the UK. E<sup>3</sup>'s services include: Capital Allowances, Community Infrastructure Levy (CIL), Land Remediation Tax Relief, Repairs & Maintenance and VAT.

This role is a part-time permanent position working a minimum of 15 hours per week. There is scope for this Research and Events Administrator role to develop and hours to fluctuate depending on the needs of the business, and so flexibility with working hours and/or job sharing may be required (term time only option could be considered for the right candidate). The successful applicant must be prepared to travel to the office or other agreed locations for internal meetings, training, and other key business focused activities – at agreed times where these may fall outside of the general hybrid working structure. All applicants must be eligible to work in the UK without sponsorship.

This is an environment where attention to detail is key, and a natural desire to learn, understand and constantly improve is essential. If you are looking for a Research and Events role where you are an integral member of an SME business team, your ideas and opinions are actively encouraged and valued, whilst having a focus on collaborative long-term relationships, independence of mind, quality in all you do - this Research and Events Administrator role could be the role for you.

**Main Duties will include (but are not limited to);**

- Assist in the research of specific topics and provide a summary and conclusions from a brief, giving both qualitative and quantitative evidence, insight & recommendations
- Highlight key words, phrases and themes as they appear in the research
- Creating, updating and utilising templates and checklists to create positive outcomes
- Develop clear and user-friendly reporting techniques
- Assist in the preparation, co-ordination and management of events
- Prepare and distribute documentation for meetings, seminars, training and other business activities
- Assist in the improvement and development of communications, both internal and external
- Marketing content planning and support – including social media and wider marketing activity, including proof reading
- Provide admin support for business meetings (seminars, training, client and team meetings)
- Support the improvement of policies and procedures
- Actively support & contribute to weekly and monthly meetings
- Working to deadlines in a professional and timely manner
- Providing administrative support and project support to Directors and the team



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**The successful applicant will: -**

- Have a Research, Executive Assistant, Analysis or Graduate background (any discipline) with research experience gained within a sales, marketing, or other business-related environment.
- Have a strong administrative background
- Be confident and comfortable using different mediums (including the use of websites, blogs, business pages, local sources and social media) to research and investigate organisations and relevant information
- Be passionate about analysis of data, identifying trends and abnormalities where appropriate
- Have experience of working within a small business or actively looking to work as part of an SME team and understanding the role played as part of a small business
- Have a curious mind and the ability to follow project instructions exactly as required
- Be confident with Microsoft packages (Word, Excel, PowerPoint, etc) and ideally CRM software such as Microsoft Dynamics, also Photoshop / Canva, although not essential
- Be process driven, with the ability to follow a brief/plan meticulously
- Have excellent communication skills (both verbal and written), including a friendly and professional telephone manner
- Have strong communication skills (both verbal and written)
- Have exceptional attention to detail
- Have considered and informed opinions based on analysis of information and be confident to portray these in a considered manner to other members of the team
- Enjoy working in a project specific environment
- Have a 'can-do' attitude, be flexible and integrate within a small team
- Be self-motivated and organised

Please include a covering letter outlining your current/most recent role, details of any research or analysis work completed within a business environment, and your reason for wanting to work as a Research and Events Administrator within an SME environment.

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