

PERMANENT PART-TIME, RESEARCH ADMINISTRATOR, BH21

REF: E3RES2021

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

(This is a hybrid work opportunity, therefore location relatively near to BH21, Dorset is essential for this role)

We are excited to be working with E³ Consulting (a professional services firm) in recruiting a Research Administrator.

E³ Consulting are an award-winning property taxation specialist, working with property developers, owners, investors and occupiers across the UK. E³'s services include: Capital Allowances, Community Infrastructure Levy (CIL), Land Remediation Tax Relief, Repairs & Maintenance and VAT.

This is a part-time permanent position working a minimum of 15 hours per week. There is scope for this role to develop and hours to fluctuate depending on the needs of the business, and so flexibility with working hours is required. The successful applicant must be prepared to travel to the office or agreed location for internal meetings, training, and other key business focused activities.

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 role where you are an integral member of the 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 could be the role for you.

Main duties will include: -

- Assist in researching 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
- Verify the accuracy of information discreetly and confidentially, where appropriate
- Creating, updating and utilising templates and checklists to create positive outcomes
- Develop clear and user-friendly reporting techniques
- Support the improvement of policies and procedures
- Actively support & contribute to weekly and monthly meetings
- Reporting to the Directors regarding research findings
- Working to deadlines in a professional and timely manner
- Providing administrative support and project support to Directors and the team

The successful applicant will: -

- Have an 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 passionate about analysis of data, identifying trends and abnormalities where appropriate
- Have experience of working within a small business
- Have a curious mind and the ability to follow project instructions exactly as required
- Be confident with Microsoft Office 365 and working with figures

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- Be process driven, with the ability to follow a brief/plan meticulously
- Have excellent communication skills, including a conversant telephone manner,
- Have an active and curious mind
- Have research experience, including quantitative and qualitative analysis of information
- Have strong communication skills (both verbal and written)
- Have exceptional attention to detail
- Have considered and informed opinions based on analysis of information
- 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 within an SME environment.

www.e3consulting.co.uk

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