



Job Description/Opportunity	
Job Title	Administration Assistant / Executive
Location	Basingstoke
Tenure	9 months initially (possibility to become permanent) – Part time
Package	Competitive basic plus pension, profit share
Objective	Broad administration support across the different functions of the business including sales, finance, marketing and project delivery in dynamic and growing environmental consultancy business
Key Tasks	<ul style="list-style-type: none">• Support Inbound Sales Activities – include responding to new inbound enquiries, and producing proposals• Finance support – including invoicing, supporting bank reconciliation; late invoice chasing (training will be provided)• Marketing support – including web and social media updates (training will be provided)• Project Delivery – Provide admin support to a team of environmental consultants, and support the UK Tree planting programme (helping to manage and coordinate the delivery of trees to schools and other sites)
Candidate Requirements	
Profile	Personal Qualities <ul style="list-style-type: none">• Self Starter• Good at working alone and with a team• Tenacious• Excellent interpersonal & communication skills
Qualifications & Experience	
Skills / Knowledge	<ul style="list-style-type: none">• You will have experience in administration• Excellent phone skills• Some previous management experience would be beneficial• Good MS Office experience – particularly MS Excel and MS Word

Please apply with your CV to wendy.buckley@carbonfootprint.com (no agencies please).