



Title: Administration and Business Development Assistant

Salary: £27,650 - £31,270

Full Time: 37 hours per week

Location: Loughborough

Applications: Covering Letter & CV

Interviews: To be held on the week commencing 17th February 2025

Closing date: 13th February or sooner if sufficient applications received

Cenex is a well-established and highly influential independent not-for-profit organisation undertaking transport research, consultancy and events organisation. We specialise in helping public and private sector organisations evaluate and deliver low emission vehicle and associated infrastructure strategies through a combination of research and consultancy activities. We also organise the UK's largest annual exhibition and seminar on low emission and connected autonomous vehicles. Our head office is in Loughborough and there are 47 employees across our UK operations and our sister company in the Netherlands. You can find out more about our work at www.cenex.co.uk.

Role Description

This is a full-time on-site role as an Administration and Business Development Assistant located in Loughborough. The person will support the operations and business development teams with a variety of administrative and support tasks that assist in the facilitation of the smooth running of business development, finance, HR and IT services within Cenex.

The key responsibilities and accountabilities of this role include:

- Providing general office support in terms of daily office tasks, managing supplies and facilities
- Handling correspondence and distributing information
- Assist in the maintenance of organising records and filing systems (electronic)
- Assisting in the monitoring of financial data
- Working with colleagues to complete business development bid proposals
- Supporting and co-ordinating tender administration and online bid submissions.
- Requesting and collating information from colleagues across the business.
- Organising travel arrangements and internal events for colleagues.
- Providing Human Resources administrative support (e.g. onboarding new employees)
- Minuting meetings
- Scheduling meetings and appointments
- Data input into excel.



- Inputting and managing data in various systems including Customer Relationship Management system.
- Assisting the business development team with proposals, presentations and follow-ups
- Tracking and analysing business development activities and results

Qualifications

- English and Maths GCSE at grade 5 or above (or equivalent)
- Level 3 qualification
- Bachelor's degree
- Microsoft Office Certification

Skills & Requirements

- Right to work in the UK
- Ability to work independently
- Ability to work as part of a team
- Extensive Excel skills
- Extensive Word skills
- Proficient in Microsoft Office suite skills
- Excellent written communication skills
- Excellent verbal communications skills
- Strong organisational skills with the ability to prioritise and meet deadlines
- Problem-solving skills
- Methodical
- Ability to build and maintain relationships
- Ability to grasp new concepts quickly
- Work in a manner that supports Cenex's core values, quality requirements and continuous improvement ethos
- Undertake duties in accordance with policies and procedures
- International experience and/or able to work in a second language
- Interest in zero emission vehicles
- Interest in climate change
- Office experience
- Bid or Tender process experience.



Benefits

Cenex provides an exciting and rewarding place for you to work, giving you the opportunity to make a real difference in the world by working with an exceptional team of talented, dedicated and supportive individuals who are committed to reducing the environmental impact of transport.

In addition to a competitive salary we offer significant benefits, including:

- flexible working hours;
- some hybrid working;
- generous holiday entitlement (27 days plus statutory)
- stakeholder pension scheme (7.5% employer contribution);
- car and cycle salary sacrifice schemes
- onsite company paid parking
- sage employee benefits scheme
- you will have a fantastic opportunity to develop your career with us through our broad range of projects, mentoring, and a personalised approach to your learning and development.