

Role Description

Job Title: Business Support Officer	Reports to: Managing Director	Location: Neston, Cheshire
Salary: Up to £27,000 p.a based on experience (pro-rata)	Hours: Min 24hrs up to 40hrs week (flexible)	Contract type: Permanent

About Us

CJ Finds Associates is a dynamic independent consultancy based in the Northwest specialising in Professional and Technical Advisory Services for Public Sector, Central Government, and Private Sector clients. As innovators and thought leaders in the Digital Infrastructure, Highways & Transportation; and Place Making sectors, we deliver industry-leading programmes and projects across the UK.

Founded in 2016, we have consistently provided expert guidance and support, achieving steady and sustainable growth. Our commitment to collaboration has enabled us to build a robust portfolio of client relationships and successful project outcomes.

About the role

We are seeking a dedicated and motivated Business Support Officer to join our team in a permanent role that spans various functions across the organisation. The role will be based in our newly acquired Neston office with some scope for hybrid working. This entry-level position is an excellent opportunity for individuals looking to embark on their professional journey in the business sector or entering a career of Project Management.

Duties include, but are not limited to;

- Provide comprehensive support for all back-office functions, including administration, processes and systems.
- Oversee the upkeep and maintenance of the office space, ensuring it is clean, organised, and welcoming for all employees and visitors, compliance and safety.
- Support in managing the Connect co-working space when required, including booking and front of house.
- Support the Marketing and Comms Lead in social media updates, events and campaigns, including updating platforms and building brand awareness.
- Assist the Project and Programme Managers in administrative tasks on projects.
- Support work winning activity, including bid preparations and submission of tender documents.
- Support in administering our Training Academy, including client management, events and feedback.

Qualification and Skills

- Relevant qualification(s) (A-levels, Degree) in business-related studies or working towards.
- Experience of business administration (desirable), with a strong business acumen.
- Excellent numeracy, literacy and communications skills.
- Digitally literate and proficient in Microsoft 365 applications.
- Ability to multitask and prioritise tasks effectively, with a positive attitude and strong interpersonal skills.
- A desire to pursue further education and professional development, particularly in business / project management. A basic knowledge of project management principles would be an advantage.
- Strong communication skills, and proficient with social media platforms.
- Innovative thinker with a passion for continuous learning and improvement.

What we offer

- Competitive salary – up to £27,000 p.a
- Discretionary bonuses
- A flexible approach to working
- 28 days holiday entitlement plus bank holidays
- Option for Annual Leave buy-back
- Career progression, with personal development funded training
- Company pension scheme, with matched contribution up to 8%
- Company HealthCare Plan

If you are ready to make your mark in the business world and grow your career, we invite you to apply for this exciting opportunity.