



Job title: Executive Assistant

Role type: Full time, permanent

Location: Heversham, Cumbria (occasional travel to consulting office in Skelmersdale)

Salary: Excellent, plus benefits

A little about us:

Proud to have created a people-centric and development focused culture, we currently have a brilliant rating on Glassdoor.co.uk - We are The Config Team, an Investors In People Gold Award winning SAP Silver Partner, where our reputation precedes us as the leading SAP logistics solutions specialists.

If you're unaware of SAP, it is complex software used to optimise business operations and performance across the globe. Forever evolving, it empowers organisations and their people to be the best they can possibly be. It really is a fantastic world to be part of

We have very exciting future growth plans and are now looking to appoint a talented Executive Assistant to contribute to and share in our future success

The Role:

Acting as the Executive Assistant to the Managing Director and Business Operations Manager for The Config Team, an Investors In People Gold Accredited and innovative SAP Technology company with a passion for delighting customers.

- Using your superb organisational skills, you will ensure meetings and schedules are managed effectively, agendas are clear and managed correctly, workload is prioritised correctly and meeting actions are noted and tracked
- Your critical thinking will develop and enhance business processes across all departments, this includes documentation and identifying lean / agile ways of working
- Provide support in assessing performance vs target based on annual financial budget
- Support the Sales team leads and assist with the continuous improvement of Salesforce and process bid and delivery information
- Take responsibility for creating high quality presentations, data quality and reliable and accurate information across the business.

About you:

- Excellent time management and organisational skills with a willingness to work a flexible schedule.
- Preferable experience using Salesforce.
- High level of commitment and positive 'can do' attitude.
- Ability to prioritise, multi-task and co-ordinate workloads and work under pressure to meet deadlines.
- Confident with a calm assertiveness
- Experience and ability to organise, influence and deputise for senior team members.

Desired experience:

- Prior experience working in an IT professional services organisation.



Strength in Knowledge



More about us:

Over the past 20 years The Config Team has gone from strength to strength through constant exposure to deep and complex logistical challenges. We continue to pave the way and create ground breaking and innovative SAP solutions allowing our clients to achieve process excellence in all aspects of the supply chain.

The knowledge rich and development friendly environment means there are lots of exciting developments happening at The Config Team. We have developed over 120 mobile applications, and with global projects happening across a range of industries, we continue to challenge traditional thinking to optimise business performance around the globe.

Benefits:

- 32 days holiday per year including statutory UK Bank Holidays
- Private Bupa health care cover
- Computershare cycle to work scheme
- Computershare childcare vouchers
- Employee Assistance Programme (EAP)
- Legal cost discounts
- Up to 5% pension contribution

To find our more information or if you would like to apply for the position, please submit your CV.



Strength in Knowledge