

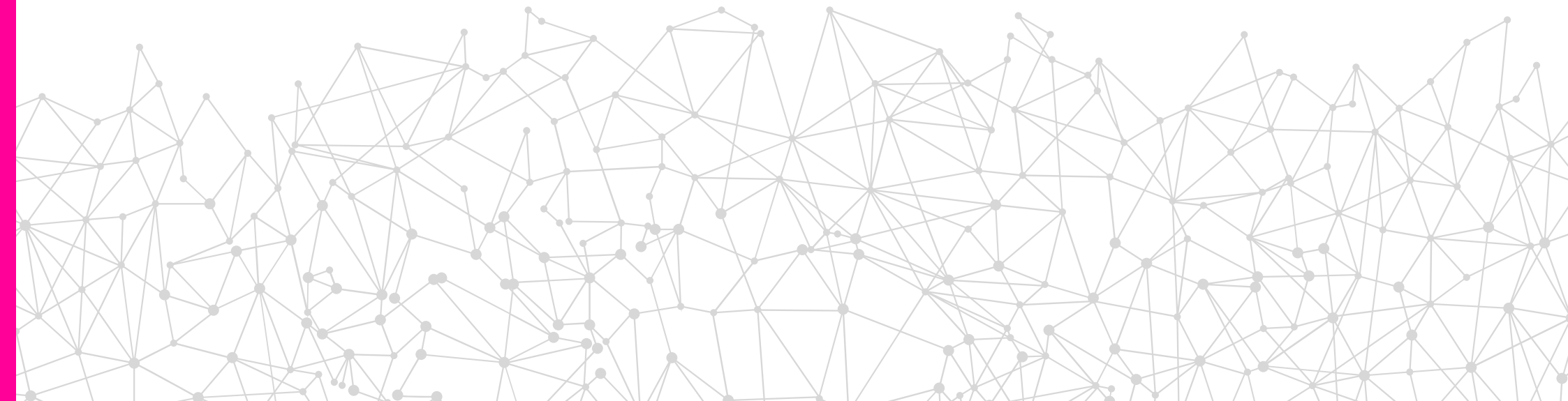


Senior PA / Office Manager

Location: UK

Role Type: Maternity Cover - Full Time

Job Location: Hybrid working - minimum 2 days a week in our London office



About Sagacity

Data makes the world go round. Every day, we generate it, use it, consume it, and demand it. At Sagacity, we are all about the intelligent use of data. We work with some of the country's leading brands to support them in making wise decisions powered by data. We help them transform their customer data into a structure they can use, enabling them to improve it, make sense of it, and drive value from it.

Founded in 2005, we are a customer-centric business with a World Class +82 Net Promoter Score. We believe data should be at the heart of every company. While we are sector agnostic, primarily our clients are in the water, energy, telecoms, financial services, charity, and retail sectors. We help them improve their customer prospecting and marketing, customer management, billing, collections, and retention over the lifetime of the customer.

We have delivered consistent success and ROI for our clients through new customer acquisition, customer management, onboarding, and ongoing development, to ensure every consumer is treated like an individual.

Data can reveal the full picture and we join the dots.

Responsibilities

To provide Senior PA support to three Partners & Co-Founders of Sagacity, you will be a flexible and self-motivated individual with demonstrable administration experience, ideally from working in a similar function previously.

Principal responsibilities will involve:

- Complex and ever-changing diary management
- Acting as a gatekeeper and being the first point of contact for the Partners
- Organising internal and external meetings, drafting correspondence and liaising with internal and external contacts and high-level clients, including board level executives
- Conducting research on companies ahead of meetings
- Organising business travel itineraries, including Visas
- Preparation of monthly Board Pack slides, chasing actions, organising documentation and agendas ahead of the meeting
- Providing personal admin support as required
- Meeting set up including organising refreshments and lunch catering
- Meeting and greeting clients and visitors
- Supporting the organisation of internal company events, including the Summer and Christmas party and any Charity Fundraisers, as appropriate
- Booking team events and restaurants for internal and external events
- Collating and submitting expenses and timesheets
- Ad-hoc support to the legal team, signing contracts on behalf of partners and proof-reading NDA's
- Creating presentations, documents and reports on an ad-hoc basis

- Office Management
 - Overseeing the day-to-day smooth running of the office
 - Liaising with suppliers and facilities i.e. cleaners, maintenance and building management
 - First point of contact for any office related facilities issues
 - Assisting with internal communication to the business
 - Assisting the Junior PA with kitchen and office supplies, dealing with incoming reception calls, ensuring new joiners have building access and maintaining a good relationship with the main reception team

This is a Hybrid role with a requirement to be in the office a minimum of two days a week.

Competencies and Behaviours

You will have excellent communication, planning, prioritisation and organisational skills. You will demonstrate strong commercial awareness, which promotes and protects the interests of both Sagacity and our clients alike. Key competencies and requirements include:

- Attention to detail
- Excellent planning and reporting
- Delivery and deadline driven
- Logical and structured approach
- Decision-making
- Trustworthy
- Accountability, effectiveness
- Presentable, professional, punctual
- Maintaining strict confidentiality
- Clear and transparent communication
- Client relationship management
- Critical thinking and problem solving
- Team player, approachable, likeable
- Adaptability
- Stress tolerance
- Flexible to travel

People at Sagacity

Success in any business is ultimately about its people; their skills, personality, attitude, qualities, dedication and enthusiasm. We recognise the value of our people and their commitment to working together as a team, but equally between ourselves and our clients.

Our consultants are often personally recommended and undergo rigorous screening to ensure they share the qualities that are integral to our business. They naturally have an outstanding level of skill in their areas of expertise, many with significant operational experience within our key industry sectors.

At Sagacity, we:

- believe working with our clients, in collaboration, delivers better results
- coach & mentor our clients' teams so our solutions live on after our assignment ends
- believe in delivering benefits as we go along

If you would like to join a unique working environment, with a sociable culture, where work is done a little bit differently – and we believe 'better' - then we look forward to hearing from you!