

A photograph of three men in an office environment, likely a library or archive, looking at a laptop screen. The man on the left is leaning over the laptop, smiling broadly. The man in the middle is wearing a brown baseball cap and glasses, also smiling. The man on the right is wearing a white cap and glasses, looking at the screen. The background is filled with shelves of binders and books.

POSITION:

BUSINESS SUPPORT MANAGER



REDSTONE
ACCOUNTANCY

BUSINESS SUPPORT MANAGER JOB DESCRIPTION



JOB PURPOSE

To oversee specialist operational and administrative duties for Redstone and key, high profile clients. To maintain strong client relationships and excellent customer service by liaising directly with clients in a proactive and professional manner.

MAIN DUTIES

- Organising schedules, communicating on behalf of executives, maintain records and performing clerical duties and systems
- Assist high profile clients with Operational and administrative support
- Manage client relations, communicating proactively and professionally both verbally and in writing
- Promote the business via social media and be proactively involved in social media strategies
- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organising meetings and appointments.
- Organising events and conferences where required.
- Reminding the manager/executive of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Produce Board packs and minute board meetings.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and clients.
- Collating and filing expenses.
- Conducting research on behalf of Clients, Senior Managers and Managing Director
- Carry out all duties in a manner that reflects Redstone's values at all times
- Undertakes any further duties as determined as reasonable and necessary in fulfilment of the role.

APPLY

If you would like to be considered for this position please forward your CV and a covering letter stating salary expectations to talent@redstoneas.com

PERSON SPECIFICATION

EDUCATIONAL ATTAINMENTS	ESSENTIAL	DESIRABLE
Educated to A level equivalent		✓
KNOWLEDGE AND EXPERIENCE		
Paralegal Knowledge		✓
Experience working within property industries such as Estate Agents/Construction		✓
Experience in managing social media		✓
Experience in Client Relations	✓	
GENERAL INTELLIGENCE		
General reasoning ability	✓	
Ability to review and interpret legal documentation	✓	✓
SKILLS AND SPECIAL APTITUDES		
Skill with words	✓	
Skill with numbers	✓	
Exceptional written and verbal communication skills	✓	
INTERESTS		
Intellectual		✓
Community		✓
DISPOSITION AND PERSONAL QUALITIES		
Reliability	✓	
Stability	✓	
Discretion and diplomacy	✓	
Leadership	✓	
Impartiality of judgment	✓	
Results driven	✓	
Commerciality	✓	
Self-reliance and self-motivation	✓	
Confidence	✓	