



Business Information Point
Helping you start and stay in business

Okehampton Business Centre
Unit 10 Higher Stockley Mead
Okehampton, Devon
EX20 1FJ

Company: Business Information Point Ltd – (BIP)
Post: Project Administrator - Full Time
Location: Okehampton Business Centre

Job Specification

The Business Information Point (BIP) has been operating as a source of information, advice and training for businesses in the south west since September 1993. It is a non-profit making company.

The function of BIP is to assist businesses with their development, sustainability and improve their competitiveness leading to increased profitability and employment. Through the delivery of workshops and one-to-one counselling we are able to support businesses, including start-ups.

Other activities include training; grant sourcing, market research, feedback to the Local Authorities and public agencies on the needs of the rural business community, promotion of the south west as an area to both work and live and to support the various business and community groups in the region. BIP also undertakes contract work on a commercial basis for the private sector. This includes feasibility studies, training and other consultancy work.

Job Description – Project Administrator

You will need to be proficient in MS Office and have a working knowledge of setting up and maintaining databases. Excellent organisational and multi-tasking skills are essential, along with the ability to work to tight deadlines, under pressure and on own initiative. You will also possess highly developed communication skills, both written and oral, a strong attention to detail and demonstrate commitment and drive to provide a high-quality customer service at all times.

Responsibilities

- Entering data into Customer Management Systems and producing management reports
- Statistical analysis of data & collection of data for funded contracts in line with EU guidelines.
- Manage databases, using Microsoft Excel in order to capture, evidence and monitor all project activity



West Devon Business Information Point Ltd
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- Processing all information relating to the clients and producing comprehensive client files in order to comply with audit requirements
- Provide support and collate data for monthly grant funding claims, reporting on project progress, outputs/milestones etc.
- Liaise with delivery partners
- Respond to data queries regarding client information
- Attendance at team meetings
- Provide assistance to the Tenants of Okehampton Business Centre
- Set up meeting rooms and arrange catering for clients & Tenants

Requirements of the Post

- Intermediate skill level of **Microsoft Office 365** is essential
- Experience of working in a process driven business
- An understanding of the rural economy and running a small business is desirable
- Knowledge of using Eventbrite is desirable
- Strong attention to detail is essential & an excellent command of English language both written and spoken
- Enthusiastic, flexible and positive attitude with the ability to work as part of a team
- Knowledge of ISO Quality Standards is desirable
- High standard of organisation ability and to be able to work to tight time schedules/deadlines

Conditions

- Post to be based at Okehampton Business Centre, Okehampton, Devon.
- The BIP is an equal opportunities employer.
- This position is full time for 37.5 hours a week
- 24 days paid holiday (plus bank holidays)
- Hours of work 9-5, Monday to Friday
- There will be a 3-month probationary period, during which time a bespoke training plan will be undertaken with the successful candidate
- The successful candidate will be responsible to the Contracts Manager
- BIP offer auto enrolment pension scheme
- Salary paid monthly in arrears.

Quality Standards

ISO 9001

In 1994 BIP were accredited and registered by National Quality Assurance in BS EN ISO 9001. All procedures operated by the organisation are based on a comprehensive documented quality system.

National Enterprise Network

BIP is a member of this national network committed to providing confidential and impartial counselling to help small businesses start, survive and grow. The National Enterprises Network is the national voice of the Enterprise Agency movement

The Team

Petra DavisContracts Manager

Chris LanganBusiness Advisor

Jane TopeBusiness Advisor

Neil JoryBusiness Advisor

James WerbMarketing Manager

Dee GillContracts Manager

Stewart Horne.....Managing Director

Cathy WrightContracts Director

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