

Are you a highly motivated, target driven administrator?

Always been crazy about sport and fitness?

Fancy working for a company that's more like a family?

If so, Right Directions may be the home you're looking for....

Established in 2004, Right Directions is renowned for working with our clients to deliver a high quality and safe service. We help organisations improve their quality management, health and safety management, environmental procedures and customer service, through training, audits and mystery visits. We manage accreditation schemes on behalf of National Governing Bodies, such as Quest for Sport England, the ukactive Code of Practice and the Inclusive Fitness Initiative Award for Activity Alliance.

We are not your typical quality, environmental and health and safety nerds. We all started at grass roots level and worked our way up the career ladder, so we understand how organisations and facilities work. We are driven by a desire to make a difference to our clients and their industries.

Right Directions has grown through word of mouth and we are continuing to build our team. We are looking for a highly organised, enthusiastic **Administrator**, with an affinity for hard work, great admin and IT skills and a quirky sense of humour to join our Development team, based near Hemel Hempstead.

This busy and diverse role includes the following:

- Helping write proposals and creating presentations
- Sourcing and responding to tenders, tracking and following up all proposals and leads and reporting on results
- Planning and coordinating conferences, client forums and networking events
- Working with the Marketing Manager to create and deliver social media action plans
- Setting up systems for new clients and managing a smooth handover to the operations team.

Skills and Experience:

- Administrative experience and a track record in meeting / exceeding targets
- Excellent all-round communication skills, including written, face-to-face and via telephone
- Excellent IT skills and a sound knowledge of IT and knowledge of CRM packages (the interview process will include admin skills testing)
- Knowledge of the leisure industry would be beneficial.

Personal attributes:

- Proactive and super-organised
- Committed to building relationships at all levels of organisations
- Open and responsive to feedback

Benefits:

- Salary £20,000—£23,000 per annum, depending on experience
- 25 days annual leave, plus bank holidays
- Work-based pension scheme
- Great training and development support
- Being a valued member of a great team.

If this sounds right up your street, please send your CV and a covering letter explaining why you are ideal for this role and our team, by 20th November 2019, to Sian Wheeler, info@rightdirections.co.uk, and check out www.rightdirections.co.uk.