

EA/Business Support Administrator

Ipswich

Inawisdom is a fast-growing Data Analytics and Machine Learning focused professional IT services business with approx. 130 staff based in Ipswich (Austral Park). We are an exciting and rapidly growing consultancy working with global Enterprises to accelerate business differentiation from their data. As an all in Amazon Web Services (AWS) Premier Partner and AWS ML Partner of the Year, we are at the forefront of this fast paced and cutting-edge technology space.

We are currently looking to hire an **EA/Business Support Administrator** to join our team.

- Do you have previous experience working in an office environment?
- Are you highly organised, adaptable, proactive and able to manage multiple things at once?
- Are you resilient? Can you handle pace and pressure?
- Do you have excellent attention to detail?
- Are you looking for a chance to accelerate your career?

Outline of key accountabilities:

- Extensive and proactive diary management
- Email management
- Interacting with internal and external stakeholders
- Travel management, including proactive coordination of flights, trains and accommodation
- Planning and managing company social events
- Organising company attendance at conferences, planning itineraries and travel
- Office management duties including ordering stationery and office supplies
- Taking minutes of meetings and action points (tracking actions to completion)
- Assisting with general office administration tasks
- Expense management
- Typing, formatting and publishing Word & Excel documents and PowerPoint presentations

If this sounds like you, please do get in touch.