



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Administrative Assistant – International,
Faculty of Business**



Salary: Grade 4 (£19,612 – £22,417 p.a.)

Reference: LUBSC1451

We will consider job share and flexible working arrangements

Administrative Assistant - International Faculty of Business

Are you a well organised and adaptable individual with a strong customer orientation? Do you have excellent organisation skills and willing to be the first point of contact for a range of stakeholders whilst delivering an effective administrative service supporting the Faculty International team?

We are looking for a professional and proactive individual to provide administrative support to the international activities at Leeds University Business School. Responsibilities will range from diary management to the organisation of events and trips in order to facilitate the effective functioning of the team.

You will be the first point of contact for external and internal stakeholder with a high level of professionalism and excellent interpersonal and communication skills. Integral to this role is a high level of discretion and a respect for confidentiality.

What does the role entail?

As an Administrative Assistant – International, your main duties will include:

- Providing high quality and pro-active administrative and operational support across a full range of activities within the international team;
- Organising international and UK travel arrangements and accommodation for the internal staff and external stakeholders;
- Organising regular meetings as required, this will include booking rooms, organising catering, co-ordinating diaries, and servicing the meetings by providing agendas, distributing information and taking and distributing minutes;
- Support the Faculty International Manager with matters relating to international activities (i.e. inbound and outbound visit);
- Support the Faculty International Manager to facilitate the processing of expenses and administration of the financial accounts, this may include reconciling expenditure;
- Building effective working relationships both internally and externally to the University;
- Acting as first point of contact for external queries, liaising with internal stakeholder as required;



- To raise purchase orders for the payment of external services in line with University and Faculty procedures;
- To develop and maintain a contact databases ensuring it is accurate and up to date for communication purposes;
- Support inbound and outbound visits for internationalisation activities; Contribute to organising agendas, taking minutes, circulating communications and preparing supporting materials etc.;
- Updating website material and ensuring the web presence ensuring the information is accurate and up-to-date using the Share Point System;
- Edit and/or draft articles for the news as required (both internal newsletter and external communications). Upload articles to the website using the Share Point System;
- Sourcing content ideas for the Business School's core social media accounts, to enhance the Business School's internationalization profile/visibility over time, working with the Marketing team.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Administrative Assistant – International, you will have:

- An enthusiasm for, and experience of, working in an administrative role and delivering an excellent customer service;
- Excellent communication skills; able to work positively with a diverse range of stakeholders and to work effectively and proactively as part of a team;
- Excellent organisational and time management skills, with the ability to work independently and proactively and organise and prioritise your own workload to meet deadlines and conflicting demands;
- The ability to analyse and solve problems, using initiative and guidance and the capability to identify and suggest improvements to the service provided;
- Strong IT skills and be proficient in the use of Microsoft Office products, particularly Word and Excel;
- A flexible and adaptable approach;
- Excellent accuracy and attention to detail;



- A commitment to seeking development and learning opportunities, with the ability to keep up-to-date with new processes, information and systems.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Ellen Wang, Faculty International Manager

Tel: +44 (0)113 343 6726

Email: E.Wang@leeds.ac.uk

Additional information

Find out more about the [Faculty of Business](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

