Admin Assistant

Are you an organised self-starter looking for an exciting challenge?

Applied Data Science Partners (ADSP) is an innovative data science and AI consultancy based in London. An opportunity has arisen for an Admin Assistant to join us, working from anywhere in the UK with occasional travel to London.

The perfect candidate will have great attention to detail and strong organisational skills.

The role

The role will be varied, key responsibilities of the role are as follows:
- Supporting leadership team with diary management, bookings etc.
- Recruitment task, including; organising and managing job listings, candidate outreach, screening candidates CVs, organising interviews.
- HR admin, including; organising team events, making arrangements for new starters
- Project support; admin support, transcribing meeting recordings, resource tracking

Skills

- Highly organised with excellent administration skills
- Strong presentation and phone skills
- Excellent writing, analytical skills
- Ability to work without supervision
- Ability to work under pressure to meet deadlines
- Knowledge of the Microsoft suite (Outlook, Word, Excel and PowerPoint)

Interview process

- Introductory phone interview
- Task based interview

Summary

The position is suited for someone who enjoys a fast paced, dynamic work environment and who excels in quick problem solving and has a keen eye for detail.

If this sounds interesting, we look forward to hearing from you.