



Client Services Administrator (Full Time) – Marlow, Bucks (£18k – 24k)

A “red hot” super-organised, people/project coordinator and PowerPoint Wizard!

Opportunity

We are looking for a bright, proactive, efficient, client-focused team-player to ensure all our training courses run smoothly for our corporate clients. Formatting training materials and PowerPoint presentations and managing the logistics for all our training and events is key.

You'll be joining the small friendly head office of FPG - one of the UK's top leadership development consultancies, providing training and executive coaching to a wide variety of businesses in the UK and overseas, including Tesco, Aldi, Nationwide, Liverpool FC, Diabetes UK and United Utilities. Established for over 20 years, our vision is to help over 1 million people realise more of their potential by 2020.

The Role

You will have day to day support responsibility for key clients, coordinating meetings, travel, workshop logistics, course materials, formatting presentations and client materials, administering online psychometric tools and 360° feedback. This is a flexible and varied role with a requirement for first class customer service and the ability to multi task in a busy environment essential.

Who

You'll have experience of working in a fast-paced office environment. To thrive in the role, you'll love multi-tasking several things at once, keeping an eye on deadlines, and coordinating people, projects and delivering the highest level of satisfaction to all stakeholders (internal partners as well as clients).

You'll enjoy learning and owning new systems including having good skills across all Microsoft software. With a keen eye for detail, a confident telephone manner and strong written and spoken communication skills, you'll be comfortable handling a variety of tasks simultaneously. You'll have bags of initiative, able to review and refine current processes, be able to forward think and plan a busy workload. Warm, friendly and with a great sense of humour, you you'll be an essential part of our team culture!

Essentials Summary:

- Bright confident personality, intelligent, with a 'can do' attitude
- Proficiency in PowerPoint, Word and Excel essential
- Technologically savvy and not afraid of new software or databases
- Administratively strong: organised, logical, methodical with attention to detail essential
- Self-starter, happy to 'muck in' as a team player, self-motivated, able to multi-task
- Responsive to requests with the ability to follow through and complete tasks quickly and efficiently
- Full of great ideas and keen to find ways of doing things simpler, better and faster.

We Offer You

- Competitive salary, plus pension
- Friendly team
- Great clients
- A personal development philosophy supporting you to realise more of your potential.
- The opportunity to progress for the right candidate.

**Send Your CV and covering letter explaining why you are ideal for this role
to cbarber@fullpotentialgroup.com.**