



6. Ensure records for leave and other absences are accurate and up to date.
7. Maintaining personnel records.
8. Maintain the Resource planning tool; Provide the COO with statistics reports as and when required
9. Maintaining Health and Safety Requirements across the team

*Logistics and Duty of Care*

1. Arranging visas, booking flights and accommodation for projects and business development travel.
2. Maintenance of Duty of Care records.

**Person Specification**

Essential	Desirable
Must be organised, pro-active and confident with the ability to work under pressure and meet strict deadlines.	Experience of working within a consultancy environment.
Self-starter with a can-do attitude who has the ability to plan, prioritise and manage their own work effectively with limited supervision.	Experience in travel coordination.
Must enjoy working as part of a team.	
Strong interpersonal skills	
Good Standard of Education	
Must be a fast learner who is able to adapt to changing priorities.	
Excellent standard of written and spoken English.	
Excellent MS office skills (e.g. Word and excel)	
Eligible to live and work in the UK	