

Administration & First Impressions

Bedfordshire, UK

We believe in helping people change their lives, for good. This is really hard to do but it's worth every ounce of effort to see someone leave our services healthier, happier and empowered to keep making positive changes.

WE BELIEVE:

1. That passionate people want to do meaningful work and have fun doing it – You are at work a lot, shouldn't it be fun?
2. That we are here to help people find things that make them happy and healthy.
3. That we can help people make realistic changes that fit into their real lives to change their habits, not just temporarily change their waist size.

If you believe what we believe, you should apply to work with us and help change lives. We are a behaviour change organisation who focus on helping people become healthier and happier, with the added bonus of managing their weight in the process. We believe in the power of community, both for people going through our services and in our teams.

We are looking for an exceptional, passionate person who wants to make a difference to join our Bedford team. This crucial role is about providing an excellent first impression to people who contact our service, some of whom are nervous or not sure that they are ready to change. First impressions count.

WHAT WILL YOU BE DOING?

We need someone to keep the office running smoothly, as our team concentrates primarily on delivery to the people going through our services. The role will entail many important duties, including:

- Answering calls
- Helping people find the service that is right for them and booking them onto the CRM system
- Uploading people into our referral management system
- Providing the link between people accessing the services and the lovely BeeZee Bodies team members
- Administrative tasks that help ensure the smooth running of the office and processing of referrals
- Assistance to Financial Controller with filing and data entry
- Ensuring we have all the kit & resources we need to help the office and the services run smoothly
- Facilities management
- Other appropriate duties – We are a dynamic business and may need to respond quickly to new information and opportunities

SKILLS AND EXPERIENCE

- Must be a 'people-person'
- Excellent telephone manner
- Organised
- Multitasking, a good juggler
- Problem solver
- Team player
- Calm under pressure
- Ability to prioritise
- Excellent computer literacy including word, excel and good typing speed in order to maintain clear electronic records while following reporting procedures
- Fluent written and spoken English

THE GOOD STUFF: TITLE, DOSH AND HOURS

Job Title	Administration & First Impressions
Hours	20-30 hours per week (may be required to work one evening per week)
Salary	£17-19,000 FTE

WHAT WILL YOU GET OUT OF WORKING AT BEEZEE BODIES?

- Work that means something and helps change lives
- Being part of a vibrant organisation who love to innovate
- Work with a team that will support you to do your job to the best of your ability
- A chance to take part in fun work place activities and challenges
- Being challenged and supported (mentoring, CPD etc.) to develop your career in a direction that you choose
- Management who really care about giving you a great working experience and being part of something that matters

HOW DO YOU APPLY?

You can apply by sending an email answering the following 5 simple questions and attach a current CV to info@beezeebodies.co.uk

1. Where did you see this advert?
2. Why are you confident that you would be the best person for the job?
3. Tell us about something that you have done that you are really proud of and why?
4. What would be the first thing dogs would say to their owners if they could talk?
5. Why would you like to work at BeeZee Bodies?

The closing date for this post is the **30th May 2018** with interviews taking place the following week.

Any questions about this role please contact Ciara at ciaraodonovan@beezeebodies.co.uk