



*Become part
of our team...*

Business Support Assistant

The Role:

We are seeking a highly organised and detail-oriented individual to join our team as a Business Support Assistant. This role is important to the smooth functioning of our daily operations and requires a proactive and resourceful professional.

Key Responsibilities:

Documentation and Data Management:

- Assist in the preparation and organisation of documents, reports, and presentations.
- Maintain accurate and up-to-date records and databases.
- Ensure confidentiality and security of sensitive information.
- Manage timesheets for the operational teams.
- Take part in system testing following training.
- Assist with internal audits.
- Scan hard copies of documentation and ensure they are added into the correct folders.

Coordination and Communication:

- Coordinate meetings and events, including scheduling and following up.
- Minute take during high level meetings and send out actions to the relevant team members.
- Facilitate communication within the team and with external stakeholders.
- Collaborate with different departments to streamline processes and enhance overall efficiency.
- Assist with the organisation of internal work events.
- Ensure office literature is updated as required.

Administrative Support:

- Provide comprehensive administrative support across the business.
- Manage and maintain calendars, schedules, and appointments during projects.
- Handle incoming calls, emails, and other communications with professionalism and efficiency.
- Update Microsoft Planner with additional tasks as required.

Key measures & targets:

- Accuracy of system data entry
- Efficiency of goods receive notes scanned into the system
- Meetings scheduled in a timely manner
- Actions updated on Microsoft Planner
- Quarterly events scheduled for the team



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Key relationships:

- Quality Supervisor
- Marketing & Quality Manager
- BCS Management Team
- Quality Team

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- Excellent administrative and organisational skills
- Computer literate essential
- Excellent attention to detail
- Strong written and verbal communication skills

Desirable

- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Proactive and resourceful problem-solving skills
- Educated to A Level or above

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About BCS Group:

BCS Group, a subsidiary of Barhale Holdings Plc, is a privately-owned company. We are a leading supplier of safety and construction products and services that has depots in both the Midlands and Scotland. We pride ourselves on providing a first-class service to all our customers, ensuring the right product or solution is delivered to the right location on time. With over 5,000 items within our core range, BCS Group can fulfil any order and ensure it is delivered direct via our own dedicated transport fleet or those of our partners.

Manufacturing: Our capabilities include standard and bespoke signage, labels, temporary and permanent road traffic signs and bespoke steel fabrication/installation which includes foot bridges, walkways, flooring, guardrails, ladders and tunnelling products.

Extensive Stock Range: Distributor of leading industry brands in PPE & clothing, traffic management, safety & lifting and site equipment products. These include Bollé, Pulsar, Globus, Rock Fall, Progarm, Portwest, Melba Swintex, Oxford Plastics, JSP, Nissen, Carters, Orafol, Crowcon, Radiodetection, Dräger, Ridgegear, and Plant Nappy.



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Safety Equipment Servicing: Specialist safety & lifting repair, calibration and inspection since 1999. We have our own purpose-built maintenance and calibration facility for gas detection, cable avoidance, breathing apparatus and lifting equipment which along with our fully equipped mobile calibration unit is where all maintenance and repairs are carried out. Our staff are trained and fully qualified in maintenance, calibration and inspection of a full range of specialist safety & lifting equipment.

Our People: With a direct work force philosophy, the company culture is driven by our core values, which describes how we act day-to-day. We ensure all your needs are met through our national call centre and dedicated account management.

Triple Accreditation: ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 50001:2011 standards, which means our customers can have complete confidence that we have an ongoing commitment to be a safe, efficient and responsible partner.

How to apply:

vacancies@bcsgroup.co.uk