

Job Description.

HORIBA MIRA, (hereafter known as MIRA), is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors. We work in close collaboration with vehicle manufacturers and suppliers around the world, providing comprehensive support ranging from individual product tests to turnkey engineering design, development and build programmes.

With over 70 years' experience in developing some of the world's most iconic vehicles, our engineers utilise the latest test facilities and simulation tools to make vehicles and journeys safer, cleaner, more efficient and rewarding. Our suite of 37 major test facilities, 100km of specialised proving ground and wealth of engineering experience, combined with our expanding international presence, means we are confident that we can achieve our vision – that by 2020 every journey in the world will be positively influenced by us.

Progress towards achieving our vision has been significantly accelerated through the creation of MIRA Technology Park, Europe's largest transport technology R&D cluster. By applying our advanced engineering, test and validation capabilities to our customers' challenging programmes, we are already shaping journeys of the future.

Title of Job:	Business Services Co-ordinator		
Department:	Business Services Team - Operations		
Grade:	2		
Date Required:	ASAP		
Salary Range:			
Number Required:			
Location:	HORIBA MIRA – Nuneaton		
Contract Type:	Permanent:	Permanent	Contractor:
Responsible To:	Business Services Team Leader		
Subordinates:	None		

Main Purpose of Job

As part of this role you will be responsible for ;

- Working alongside Business Services Team colleagues to provide a consistent cross business service around a range of activities to the whole of MIRA
- Be the nominated Business Services first point of contact for a section of MIRA
- Routing task requests to the correct team, whether that be the Business Services Team, Project Management Office, Sales Front Office, Customer Services, Procurement or other central function
- Identify opportunities for increasing consistency, efficiency and reducing duplication and waste, highlighting them to the Business Services Team leader

Key Functions

Key general tasks, include but not limited to :

- Provide administrative assistance support to managers and engineers to enable them to efficiently undertake their roles
- Management of diaries, resolving clashes and prioritising appointments
- Arrangement, planning and support for key meetings
- Manage visits and inward visitors in conjunction with the Customer Services Team

- Preparation for key meetings, minute taking and ensuring actionable outcomes are completed on time
- Manage and arrange travel arrangements including management of approvals and document authorisations using the appropriate systems and procedures
- Facility time sheet entries and assistance with labour time sheet entries
- Input and Upkeep of facility records
- Input and Upkeep of competency and training records
- Arrange facility maintenance and service visits in conjunction with the Facilities Maintenance Manager
- Support with data mining and generation of documentation such as presentations and reports
- Support QHSE documentation, record keeping and audit preparation
- Support to Marketing and Customer Services teams for on-site events
- Support local operations process development
- Support facility and workload planning

Specific tasks:

- Specific duties depending on the areas of MIRA you are supporting (which could include such activities as managing specific business systems or operating radio systems, preparing materials for specific meetings)
- Any other reasonable duties as required by MIRA as the role of the team develops

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • English and Maths GCSE or equivalent • Demonstrable numerical proficiency 	<ul style="list-style-type: none"> • Administrative or clerical qualification • Microsoft Office applications

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> • Experience directly working with customers and internal departments with varying levels and different needs/styles. • Extensive experience in office tools and data base management (such as word, excel, PowerPoint and CRM systems) • Experience providing detailed quality reports and documentation that include numerical data. • Used to multi-tasking, prioritising and managing time effectively (in a busy working environment), with the ability to meet tight deadlines • Strong administration background • Excellent people skills 	<ul style="list-style-type: none"> • 5+ years of experience as a business administrator or similar • Experience of working in a Science and Technology Park environment. • Experience of interacting with public sector • Previous experience of working in the automotive or a related technology industry • Knowledge of MIRA and its business systems

What is the candidate likely to be doing now?

- Currently providing business services across a wide range of activities for a wide range of people

Other information

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