



Ubico Ltd

Ubico is a company set up to provide environmental services to Cheltenham Borough Council, Cotswold District Council, Gloucester County Council, Tewkesbury Borough Council, West Oxfordshire District Council, Forest of Dean District Council and Stroud District Council and is wholly owned by the authorities.

Business Administrator – Cheltenham Depot

37 hours per week (will consider part time hours)

£19,430 - £20,140 per annum pro rata

Ubico is a growing organisation and we are looking for an enthusiastic Business Administrator to work with and assist our Administration Manager to provide an excellent administrative service to our Board, Management teams and other multi-service groups.

This is a busy and diverse role. You will be confident in dealing with a wide range of people at all levels; have an aptitude for figures and an eye for detail; be proactive in your approach to planning and organisation and enjoy setting up systems to ensure the smooth-running of an office.

Main duties will include:

- Administration of meetings, to include taking of accurate minutes
- Dealing with correspondence and queries and being the first point of contact at our Head Office
- Diary and venue management
- Monitoring of emails
- Processing purchase orders
- Maintaining records and spreadsheets

For the job description, person specification and application form please use the links provided on the vacancies page of the intranet and Ubico website. Alternatively contact Ubico on 0300 300 9000, or email enquiries@ubico.co.uk

Completed applications should be emailed to jobs@cheltenham.gov.uk or sent by post to Human Resources, Municipal Offices, Promenade, Cheltenham GL50 9SA. Please quote reference **UBO169** after the post title.

Minicom: 01242 264 264

Closing date: Friday 11 May 2018

Interview date: To be arranged

In order to comply with the Government's Baseline Personnel Security Standard (BPSS), applicants will be asked to provide proof of identity; nationality and immigration status; three years' employment history and, in some cases, verification of criminal record.

WE ARE WORKING TOWARDS EQUAL OPPORTUNITIES