Sagacity
Part of Accenture Song

PA & Team Administrator

Location: UK

Role Type: Permanent - Full Time

Job Location: Hybrid Working - minimum of 3 days a week in our London office

Sagacity
Part of Accenture Song

ABOUT SAGACITY

Clever with data... combining data, insight, and action to drive value

Sagacity are the data intelligence people. Our proposition is simple: we help consumer facing businesses increase customer engagement and make more money. How do we do it? We dig into the data businesses already have, and combine it with our data, insight, and action. Think of us as data co-pilots for sales, marketing, ops, billing, credit and debt - clients typically see 5x returns within the first few months.

Founded in 2005, we are a customer-centric business with a World Class +95 Net Promoter Score. We believe data should be at the heart of every company and while we are sector agnostic, primarily our clients are in the financial services, retail, energy, telecoms & media, water, and not for profit sectors.

We are a purpose led company and we believe that purpose comes before profit. We work as one team both with clients and internally, and are trusted to deliver quality in our standards and in achieving successful client outcomes. We are open, honest and communicate in a jargon-free, collaborative way, with all our teams being agile and curious, and continuously learning to achieve our purpose. We believe that if we achieve our purpose then everything else will follow.

Sagacity
Part of Accenture Song

PA & Team Administrator

Responsibilities

To provide PA and administration support to the management team, you will be a flexible and self-motivated individual with demonstrable administration experience, ideally from working in a similar function previously with minimum 3+ years PA background.

Principal responsibilities will involve:

- Comprehensive diary management, with a degree of autonomy in prioritising and resolving scheduling conflicts for senior staff members
- Organising business domestic travel and hotels
- Drafting correspondence and liaising confidently with internal and external contacts, including more senior stakeholders
- KPI monthly pack
- Meeting set-up, including organising refreshments, catering, and room bookings
- Conducting research on companies ahead of meetings
- Meeting and greeting clients and visitors, including registering weekly guests with the main reception and security team
- Supporting the organisation of internal company events, including the Summer and Christmas party - taking a lead role on smaller events where required
- Booking team events and restaurants for internal and external events
- Collating and submitting expenses and timesheets, including a first check of team submissions before sign-off
- Supporting the legal team with proof reading and checking NDAs, and supporting with ad-hoc projects as needed when Senior PA is off.
- Organising internal and external meetings
- Creating presentations, documents and reports, with light editorial input where appropriate
- Dealing with incoming post and deliveries
- Reporting into the Senior PA, and providing holiday/ sickness cover for the three partners, including collating board packs if required
- Providing support to other internal departments as required

Sagacity
Part of Accenture Song

PA & Team Administrator

Team & Office Administration

- Supporting day-to-day oversight of general office duties, ensuring standards are maintained across the floor/team
- Ordering office and kitchen supplies (stationery, milk, sugar, drinks) and monitoring stock levels
- Maintaining and devising office systems, including filing and data management
- Carrying out regular checks of shared spaces, meeting rooms, and kitchen areas to ensure they are presentable and stocked
- Support for facilities-related issues, liaising with building management/IT as needed
- Supporting onboarding of new starters with office/admin-related setup (desk, access, supplies)

Competencies & Behaviours

You will have excellent communication, planning, prioritisation and organisational skills. You will demonstrate strong commercial awareness, which promotes and protects the interests of both Sagacity and our clients alike. Key competencies and requirements include:

- Attention to detail
- Excellent planning and reporting
- Clear and transparent communication
- Delivery and deadline driven
- Client relationship management
- Logical and structured approach
- Critical thinking and problem solving
- Decision-making
- Team player, approachable, likeable
- Trustworthy
- Adaptability
- Accountability, effectiveness
- Stress tolerance
- Presentable, professional, punctual
- Flexible to travel

Sagacity
Part of Accenture Song

ABOUT SAGACITY

People at Sagacity

Success in any business is ultimately about its people; their skills, personality, attitude, qualities, dedication and enthusiasm.

We recognise the value of our people and their commitment to working together to achieve successful outcomes.

At Sagacity, we:

- believe working with our clients collaboratively delivers better results
- coach and mentor our clients' teams so our data and solutions live on after our assignment ends
- believe in delivering benefits as we go along

We achieve this through our core values:

- ✓ One Team
- ✓ Quality Delivery
- ✓ Trusted
- ✓ Agile & Curious
- ✓ Open, Honest, Simple Communication

If you would like to join a unique working environment, with a sociable culture, where work is done a little bit differently – and we believe 'better' - then we look forward to hearing from you!