

## **Job Description**

**Job Title:** PA / Office Administrator (Part time)

**Reports to:** Managing Director

### **The Company**

RX (Reed Exhibitions) is in the business of building businesses for individuals, communities, and organisations. We elevate the power of face-to-face events by combining data and digital products to help customers learn about markets, source products and complete transactions at over 400 events in 22 countries across 43 industry sectors. RX is passionate about making a positive impact on society and is fully committed to creating an inclusive work environment for all our people. RX is part of RELX, a global provider of information-based analytics and decision tools for professional and business customers. [www.rxglobal.com](http://www.rxglobal.com)

RELX is a global provider of information-based analytics and decision tools for professional and business customers. The Group serves customers in more than 180 countries and has offices in about 40 countries. It employs over 33,000 people, of whom almost half are in North America.

Mack Brooks has been acquired by RX in early 2019 and has gone through an exciting integration phase. We have changed and implemented new practices, processes, and systems. We value our staff and have introduced new development programs. Our office is vibrant, multi-cultural and fun. We love organising shows!

Situated in the heart of St Albans City Centre, opposite St Albans Abbey in a beautiful grade II listed building, Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser of business to business events. Established in 1965, the company is part of RX.

### **The Position**

We have an exciting opportunity for an enthusiastic and flexible PA / Office Administrator to join Mack Brooks on a permanent, part-time basis. You will support the Managing Director, Senior Management Team, and the employees in St Albans office in administration capacity.

### **Key Responsibilities**

- Supporting and assisting the MD and Senior Management Team (SMT) in administration capacity
- Book travel and accommodation for various members of staff
- Fielding telephone, email inquiries and correspondence
- Maintain a strong working relationship with other relevant departments, including IT, Sales and PR
- Liaise effectively with other staff members on behalf of Managing Director and SMT
- Managing expense claims and company credit cards where requested
- Reception duties, screening calls, greeting visitors
- Provide hospitality for internal and external meetings
- Dealing with the daily post, arranging courier collections
- Purchase general office supplies
- Raising Purchase Orders (POs) – taking responsibility for end to end process ensuring payment
- Organising staff meetings (on-site and off-site)

## The candidate

- Solid administrative experience
- High attention to detail
- Excellent interpersonal and organisational skills
- Experience in an EA / PA role will be beneficial
- Strong multi-tasking and organisational skills, resourceful
- Discretion and confidentiality
- Excellent communications skills, both written and oral with the ability to communicate effectively at all levels
- Excellent Microsoft Office Skills: Word, Excel. PowerPoint
- Strong time and project management skills
- Even tempered and easy going. Ability to be flexible to all staff requests.
- Proactive and takes responsibility for own actions, problem-solving skills

We want RX to be a great place to work, where our employees feel valued, have equal opportunities, and benefit from pay equality. Applications from individuals are encouraged regardless of their gender, gender identity, national origin, race, ethnicity, religion or belief, sexual orientation, marriage and civil partnership, age, caring responsibilities, pregnancy and maternity or disability status. Inclusion and diversity are important to our future.

If you would like to apply for this position, please click the link below:

<https://relx.wd3.myworkdayjobs.com/ReedExhibitions/job/United-Kingdom/Office-Administrator--Part-time- R45155>