



Business Assistant

We have an exciting opportunity to join our team as a Business Assistant. You will organise the day-to-day of the business and also assist senior managers across the company.

The company

We provide hospital work experience placements abroad for students aged 16 – 17 who want to study medicine. Our placements give students a first-hand insight into a career in medicine which allows them to make better-informed decisions about their future career paths, as well as providing a valuable learning platform to help them prepare for university applications and interviews.

Our placements are residential and provide an amazing social experience, with many of our students keeping in with friends they met through Gap Medics for years. We think our placements are amazing, but don't just take our word for it - you can have a look at what our students say about us here:

<https://uk.trustpilot.com/review/www.gapmedics.com>

The role

This role will play a crucial part in helping the business to grow and deliver on high-level objectives. It will be your job to keep the day-to-day of the business running efficiently and effectively so our senior managers can stay focussed on driving Gap Medics forward.

Working at Gap Medics is always very busy and as a global business there will be a lot of change, so you'll need to calm under pressure and highly motivated to succeed. You'll often be representing the business and the management team so you'll need to have a natural flair for building positive relationships with people, especially customers and colleagues.

This will be a very hands on position and you'll need to roll up your sleeves and get involved with all aspects of the business from day one. You'll also not be afraid to contribute your ideas, put your point of view across and suggest improvements to the business.

Although no two days will be the same, here's an idea of some of the typical things you'll do in the role:

- Organise company events and travel;
- Office calendar management & diary management
- Organise virtual and physical meetings;
- Prepare staff and customer communications, presentations and reports;
- Handling of general phone and email queries
- Assisting the customer service team during their busy periods;
- Assist with new employee references and onboarding;
- Maintain HR records and manage employee holidays;
- Office management including organising our offices around the world;
- General support to the management team including coordinating projects on their behalf.

Who we're looking for

Working in this kind of role will be challenging, so we're looking for someone who is resilient, flexible, determined to succeed and passionate about ensuring that our goals are achieved together.

You will certainly:

- Be extremely organised with strong planning skills in a fast-paced environment.
- Have excellent time management skills and ability to multitask and prioritise;
- Have great attention to detail and common-sense approach to problem solving;
- Have strong written and verbal communication skills;
- Have 2 years' experience in a similar role.

Salary: £20,000 p.a.

Location: Newcastle city centre with some national and international travel

Questions?: For a confidential chat, please call our Head Office on 0191 6031111