



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Business Support Assistant
Business Unit / Group Function	Business Support
BU Team / Sub-Function	Business Support
Location	SBP
Team Leader	Kelly McAulay
Team Members	
Job Level	5
Role Purpose As part of the Business Support Team, you will play an integral role in providing a high standard of administrative support to senior business leaders and their teams.	
Accountabilities <ul style="list-style-type: none">• Provide efficient and effective administrative support to Senior Leaders including, but not limited to, preparation of correspondence and production of reports, maintaining a range of knowledge and understanding of procedures, and manage confidential data professionally and in line with policy.• As required, manage the calendar of senior leaders to arrange meetings, prioritise and manage conflict to ensure diary time is utilised effectively.• Organise all domestic and international travel arrangements for Senior Leaders, including flights, transportation, accommodation, and visa assistance (where relevant), taking into consideration the account budgets and T&E policy and individual preferences.• Proactively take ownership to lead and deliver, in partnership with Global Communications, the execution and logistical delivery of all WOW Handbook and Corporate calendar events to deliver outstanding meeting and events experiences.• Raise purchase orders and material requisitions in line with policy and subject to budget availability and approval.• Plan, schedule and organise meetings including supporting with the preparation of agenda items, taking minutes, and following up on action items where required.• Dealing with all queries and requests for information, both internal and external, in a confidential and discrete manner, ensure a timely execution and respond professionally to actionable requests.• Collate and maintain any filing, database, or document management system as appropriate and look for opportunities for improvement to improve efficiency and overall effectiveness.• Undertake a range of general administrative support such as copying, printing, and ordering stationery, or any other ad-hoc duties as required.	



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<ul style="list-style-type: none">• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.	
Created by:	Kelly McAulay
Creation Date:	15 November 2022
HRBP:	Kirsty Morris
Date of last revision:	10 August 2020