



**JOB DESCRIPTION**  
**BUSINESS MANAGER**

**NORMAL PLACE OF WORK:**

Head Office – Kings Langley & Sites

**REPORTS TO:**

Managing Director

**ROLE SPECIFICATION:**

Responsible for supporting the effective and day-to-day management of the business through the provision of high-level organisational, executive, and administrative support. The role will act as a central coordination point, supporting the Managing Director and Leadership Team while ensuring the smooth running of administrative functions, business activities, client engagement events, and operational support processes. The position requires a highly organised, proactive, and detail-oriented individual capable of managing multiple priorities, maintaining high professional standards, and supporting the wider business through strong communication, coordination, and stakeholder management. The role will also support the management of third-party prequalification portals, client administration requirements, systems organisation, marketing activities, and administration support functions across the business.

**KEY RESPONSIBILITIES:**

**Executive & Leadership Support**

- Provide high-level executive assistant support to the Managing Director, including diary management, meeting coordination, travel arrangements, and administration support.
- Support the wider Leadership Team with organisational and administrative activities.
- Prepare meeting agendas, presentations, reports, and supporting documentation for leadership meetings and business reviews.
- Coordinate internal meetings, leadership briefings, and company-wide communications
- Support the coordination and follow-up of leadership actions, priorities, and business initiatives.
- Assist in ensuring effective communication and information flow between leadership, operational teams, and support functions.

**Business Administration & Coordination**

- Support the day-to-day coordination of business activities across multiple functions.
- Act as a central point of coordination for processes and business support activities
- Ensure accurate management, organisation, and maintenance of company documentation, records, and administrative systems.
- Coordinate office administration activities to support operational efficiency and business continuity.
- Support the implementation and maintenance of administrative processes, and procedures.
- Assist with company reporting, document control, and business correspondence where required.

### **Business Systems & Organisational Management**

- Support the organisation, maintenance, and continuous improvement of internal business systems and administrative platforms.
- Ensure company systems, folders, trackers, records, and shared information are maintained accurately, consistently, and in an organised manner.
- Coordinate the management of company templates, standard documents, and shared business resources.
- Support the implementation and embedding of new systems and ways of working across the business.
- Assist departments in maintaining accurate business records and ensuring consistency of information across systems.
- Identify opportunities to improve administrative efficiency, accessibility of information, and organisational structure within business systems.
- Support the management and coordination of company databases, reporting tools, and operational trackers.

### **Events, Conferences & Client Hospitality**

- Coordinate and manage company events, conferences, client hospitality activities, and entertainment arrangements.
- Support the planning and delivery of internal and external business events, ensuring high standards of organisation and presentation.
- Manage logistics relating to venues, bookings, travel, accommodation, catering, and event materials.
- Assist in preparing presentations, attendee information, schedules, and supporting documentation for events and conferences.
- Act as a key coordination point for client engagement activities and hospitality arrangements.
- Ensure all events and client-facing activities reflect the company's professional standards and brand image.
- Support relationship-building activities through well-coordinated hospitality and engagement initiatives.

### **Marketing & Social Media Support**

- Support the coordination and creation of marketing content across company communication channels.
- Assist in developing and maintaining the company's social media presence through the creation and scheduling of relevant content.
- Create engaging business updates, project highlights, event content, and promotional materials aligned with company branding.
- Support the preparation of presentations, newsletters, case studies, and internal communications materials.
- Coordinate with operational teams to capture project information, success stories, and business achievements for marketing purposes.
- Assist in maintaining consistency of branding, messaging, and presentation across all business communications
- Support marketing initiatives, campaigns, and business promotion activities where required.

### **Prequalification & Compliance Administration**

- Support the management and maintenance of third-party prequalification portals, client systems, and compliance platforms.
- Ensure company information, policies, certifications, and documentation are maintained accurately and updated within required timescales.
- Coordinate with internal departments to gather and manage information required for prequalification submissions and compliance updates.
- Monitor renewal dates, submission deadlines, and compliance requirements to ensure ongoing business compliance.
- Assist in maintaining accreditations, supply chain registrations, and client onboarding requirements.

- Support tender and business development activities through accurate administration and document coordination.

#### **Health, Safety & Compliance**

- Promote a strong health & safety culture across all logistics operations.
- Ensure full compliance with relevant legislation, company policies, and client standards.
- Proactively identify risks and threats and ensure mitigations are implemented.

#### **OTHER ACCOUNTABILITIES:**

- Being fully aware of and actively complying with the Munnelly Group's policies and procedures relevant to your own responsibilities.
- Performing any other reasonable duties as directed by line management.
- Initiating continuous improvement in your own areas of responsibility.

**This list should not be regarded as exhaustive, and the role holder will be expected to deliver other duties relevant and appropriate to the role.**

#### **PERSON SPECIFICATION:**

##### **Experience**

- Experience in an executive support, office management, event management or PA role
- Experience supporting senior management or leadership teams
- Experience coordinating meetings, events, travel, and business activities

##### **Skills & Knowledge**

- Excellent organisational and administrative skills
- Strong communication and stakeholder management skills
- Proficient in Microsoft Office and business systems
- Ability to manage multiple priorities and deadlines
- Strong attention to detail and document control
- Understanding of confidentiality, compliance, and professional business standards

##### **Personal Attributes**

- Professional, proactive, and highly organised
- Confident working independently and within a team
- Strong problem-solving and coordination skills
- Positive, adaptable, and solutions-focused approach
- Reliable with a high level of discretion and confidentiality