

**PPMA ROLE DESCRIPTION - ADMINISTRATION EXECUTIVE**

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| <b>Job Title:</b>                   | Administration Executive – BARA, UKIVA, BEST & Show  |
| <b>Location:</b>                    | Wallington, Surrey. Office based 5 days a week   |
| <b>Travel:</b>                      | Predominantly UK – minimal travel  |
| <b>Reports to:</b>                  | Deputy COO & Group Exhibition Manager  |
| <b>Type of Position:</b>            | Permanent Full Time / 35 hours per week  |
| <b>Compensation &amp; benefits:</b> | £30K plus 5% bonus scheme<br>Onsite parking, Pension, Private Healthcare, Death in service benefit<br>25 days holiday excl bank holidays |
| <b>To start:</b>                    | Immediately  |

**Background:**

The PPMA Group of Association is a trade association comprises 3 elements: PPMA (Processing and Packaging Machinery Association), BARA (British Automation & Robot Association) and UKIVA (UK Industrial Vision Association). The association is a well established and highly regarded within the industry. The main goal of the association is to improve the business performance of its member companies via an array of activities and services including trade shows, publications, advertising, public relations, international services, networking events, training seminars

PPMA BEST (Business Education Skills and Training) is a charitable organisation. Our principal goal is to provide a pathway for young people to enter and develop a career in engineering within the processing and packaging, robotics, and industrial vision industries. PPMA BEST offers several apprenticeship grants and bursaries to largely support PPMA Group member companies.

The organisation is going through an exciting period of change, mapping out a future journey to take the organisation, and its members forward. As a result there now exists a need for an **Administration Executive** to contribute to the success of this plan.

**Summary of Position:**

The successful candidate will be capable of undertaking various activities and work as part of a small team. This is a hands-on role that needs creative flair and a can-do, flexible attitude. The successful candidate will contribute to the activities of supporting a major annual exhibition, which is a key element to the organisation.

Additionally, there will be a need to be fully involved in all of the marketing mix and provide accurate and timely delivery of projects. The ability to quickly understand our specific market place will be encouraged by support from experienced staff and members.

This position requires a good level of administration and IT skills. The use of software packages, CRM systems, email marketing software as well as database handling and GDPR and bespoke content management system (CMS) is a significant part of this role. Familiarity with the above would be welcome however training will be provided on our software packages. Previous experience of administration would be highly advantageous.

An excellent team player and communicator is essential. The ideal candidate will be personable and confident, and capable of integrating into our close-knit team of professionals, as well as building strong relations with our members, external stakeholders, suppliers and contractors.

### **Duties for this role**

- To provide administration support for the Show Department, membership, UKIVA, Bara and BEST
- To provide administration support on data gathering and analysis
- To assist with key Operational programs when required
- Brief & liaise with external contractors and other suppliers as required
- This role may require attendance at face to face meetings and on occasion travel mainly in the UK to attend our own and supported exhibitions
- Monitor and identify areas of change on the websites & circulate information on activities such as webinars
- Liaise with all departments to ensure presence is promoted at events and be a brand guardian
- Contribute to the creation and delivery of marketing initiatives to support other departments and activities
- To support and assist on other initiatives as reasonably requested by management

### **Key Skills, Experience & Qualifications Required**

- Experience of activity for shows/events would be helpful but not essential
- Experience as an office administrator, office assistant or relevant role beneficial
- Competent skills in Office 365 and CRM systems, particularly Word, Excel & PowerPoint
- Experience of delivering projects/activities that produced tangible results
- Excellent communications skills, good telephone skills essential
- Experience of latest methods / technologies in delivering communications
- A clear, logical thinker, willing to contribute to preparing plans and budgets
- The candidate is expected to clearly demonstrate examples of previous experience in the skills described above in order to be considered for the position
- Qualifications equivalent to at least five GCSEs at grades 9 to 4/A\* to C including Maths and English