

Assistant Business Manager

Job Title: Assistant Business Manager

Working For: Risk Control

Location: Soho, London

Salary: £30,000 - £35,000

About

Risk Control is a specialist provider of technical risk management consulting and software working on topical regulatory, public policy and risk issues.

We are looking for an ambitious, energetic and good humoured graduate to help us increase our impact.

What you will do

You will use your high quality administrative and communication skills to participate in running the office, assisting research projects and delivering proposals.

This diverse role offers huge potential for progression and could expand to include wider aspects of the business such as managing client relationships and business development.

What we are looking for

- A self-starter who is enthusiastic, energetic and keen to solve problems
- Highly literate, comfortable drafting and proofing reports, proposals and email communications
- Highly numerate and comfortable working with financial data
- Precise and meticulous in their approach to work
- Proficient with MS Office Suite including Word, Excel and PowerPoint
- A good team player, willing, capable and highly professional

Knowledge of a foreign language especially Arabic, Italian or German would be a distinct advantage.

This role might well suit a bright Arts and Humanities or Social Science graduate with an interest in entrepreneurial businesses.

Interviews will be held on a rolling basis.

Start Date: Immediately

Please send a covering letter outlining how you meet the specification along with your CV to admin@riskcontrollimited.com