

Team Co-ordinator – Asia Pacific

ROLE PURPOSE

To take a proactive approach to completing and pre-empting all the administration duties required to ensure the busy Regional Team functions.

KEY RESPONSIBILITIES

Team and Sales Tracking

- Tracking the Business Development activity against targets. Including analysis of sales conversion, activity, performance, length of time to close etc.

Meeting Preparation

- Preparing in advance the appropriate analysis, reporting and information for the Business Development internal meetings.

Salesforce.com

- You are the team Salesforce.com champion! Your main focus is to continue to improve user adoption through regular Salesforce.com 1:1's and drop in clinics.
- But you will also be responsible for working with the IT department to continuously improve the system to work more effectively and efficiently for the team.

Administration and Team Support

Administrative support to the business development team which includes:

- Document collation and production
- Board pack production, assisting with client presentations, pitch packs, business plans and training documentation.
- Managing schedules
- Organising internal and external meetings including internal meetings, client meetings and team away days.
- Personal Assistant duties
- To 4 Directors – Sean Lynch, Simon Hemsall, Kieran Gartshore, Bobby Sodeiri
- Business Travel Organisation
- Including itinerary collation.
- General Administration
- Expenses, post, holiday recording, birthday cards etc.

BACKGROUND AND EXPERIENCE

- Educated to degree level
- Strong communication skills, as liaison with clients and colleagues is a large focus within the job.
- Experience within a B2B sales team preferable, with a good understanding of a solutions based sales process.
- Must be organised and possess a high level of administration ability.
- Must be proficient in Microsoft Office and Salesforce.com.

KEY SKILLS AND COMPETENCIES

They will be a natural self-starter requiring limited support from colleagues and with an ability to prioritise important and urgent tasks. To get the most out of this role the candidate will be ambitious and hard working with the desire to learn about and be involved in the management of a Business Development Team.

- Very organised
- Demonstrates and uses initiative to get a job done with little direction.
- A good communicator internally between Operations, Sales, Finance and other areas of the business while also communicating well with clients, business partners and suppliers.
- Accuracy and attention to detail
- Enthusiastic and helpful
- Good at multi-tasking
- Personable and friendly
- Versatile
- Uncomplicated and calm

MEASURES OF SUCCESS AND KEY STAKEHOLDERS

KPIs

1. Fulfilling the business development administration tasks on time and to an excellent standard.
2. Managing and prioritising time effectively to ensure the busy Business Development team functions efficiently.
3. Improving the team's Salesforce.com adoption rates.
4. Becoming the lynch pin of the team - integrated into the heart of Instant and helping to embed the Instant culture and values.

Key stakeholders:

Internally you will work as part of the Business Development team and will work closely with the Corporate Broking, Client Services and Property Solutions teams. Externally you will have a proven track record of communicating with C-level executives in a professional and efficient manner.

Working at Instant

About The Instant Group

Whether it's market volatility, AI, digital connectivity or the rise of the millennial, we are seeing fundamental changes in how and where we work. **These changes are accelerating.**

We are a workspace innovation company that enables our clients to navigate continual disruption with continual transformation. Our flexible workspace solutions inject enterprise agility, strengthen brands, attract talent, nurture collaboration, reduce cost and drive EBIT performance.

This moves beyond 'workspace as a service' to workspace as a platform for growth, creating unique environments where people, place and performance converge. The Instant Group is **Rethinking Workspace.**

Established in 1999, The Instant Group has achieved 23% compound growth over the past 4 years and continues to expand with private equity funding from MML Capital in 2012. It has offices around the world including London, Berlin, New York, Hong Kong and Sydney and employs more than 150 staff.

A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been consistently rated as one of the best small companies to work for by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

For more information please contact Alice Mitchell:

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