

3, Ramsay Court
Hinchbrook Business Park
Huntingdon
PE29 6FY
United Kingdom



Lifting Equipment Engineers Association

Tel: + 44 (0) 1480 432801
E-mail: mail@leeaint.com
Website: www.leeaint.com

Chief Executive: Ross Moloney

TECHNICAL SUPPORT COORDINATOR

Part Time: 3 days per week (22.5 hours)

Location: Huntingdon, Cambridgeshire

Closing date: 28 February 2020

THE ROLE

The Technical Support Coordinator provides administrative support to our Technical Services team and coordinates meetings and events hosted by the team.

It is a part time role for 3 days per week (22.5 hours) and is based in LEEA's head office in Huntingdon, Cambridgeshire.

Duties include:

- Drafting and sending invitations to technical meetings and working groups
- Managing attendees for meetings and handling enquiries
- Liaising with meeting venues to make bookings, organise catering and arrange equipment
- Create and mail out supporting documents for meetings, such as agendas, meetings, reports and drafts.
- Answering queries by telephone and email
- Managing shared mailboxes in Outlook
- Update mailing contacts and lists on Sage CRM
- Update and prepare name cards for committees
- Attend meetings and committees to carry out registration, take minutes and provide general assistance to ensure the event runs smoothly
- Compile comments on drafts into a single document for discussion at meetings
- Establish and maintain an electronic archive for meetings, containing relevant documents and minutes
- Maintain close communications with the Technical Specialists to coordinate all activities
- Attend roadshows, training, conferences and other company events as required
- Establish a collaborative working relationship with staff in the rest of the business

Technical Services is a remote team, with 3 staff who are home-based within the UK.

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ROLE REQUIREMENTS

This role requires travel to attend meetings and events. There will be 1 overnight trip per month on average and it will mostly be within the UK & Ireland – we have regular meetings in Dublin and Aberdeen.

Applicants must:

- Be able to travel, including overnight stays
- Have experience in organising events
- Be able to work independently and using your own initiative
- Have strong communication skills

Other Attributes:

- Highly organised and efficient
- Experience using Microsoft Outlook, Excel and PowerPoint
- Intermediate to advanced knowledge of Microsoft Word i.e. able to use tables, formatting and styles, text boxes and templates
- Able to work as part of a remote team
- Experience in taking and writing meeting minutes

SALARY AND BENEFITS

We can offer a competitive salary and benefits package, including pension and health insurance products, in line with the role and the candidate's experience.

ABOUT LEEA

The Lifting Equipment Engineers Association (LEEA) is established across the world as the leading trade association for all those involved in the lifting industry. We have 1200 members in 73 countries.

Our organisational vision is to promote enhanced standards and sustainable development for the worldwide Lifting & Safety Industry.

Our mission is to educate, influence and enable so that best practice is normal practice.

Our Strategic Priorities are to:

- Support our members to identify and manage risk
- Protect and promote our members' interests
- Provide our members with a competitive edge

To deliver this vision, LEEA strives to be:

- Member focused – everything we do must be aimed at improving the position of our members
- Outward facing – we will build relationships with the sectors in which our members work
- Forward looking – we will look to the future and develop solutions which ensure that our employers stay ahead of the curve
- Insight sharing – we will share our work and insights with our members
- Excellence seeking – at all times we must aim to be excellent

TO APPLY

To apply, please email your CV together with a detailed covering letter to jessica.coxsedge@leeaint.com