



FISITA

Promoting excellence in mobility engineering

- Role:** Business Support Administrator
- Contract:** Permanent
- Reports to:** Head of Finance
- Hours:** 35 hours per week, remote working
- Holiday:** 25 days per annum (commencing)

Role Summary

Deliver operational support to Finance, Membership, Events and Sales.

Collaborate with relevant colleagues, volunteers, and stakeholders as FISITA delivers the new-era strategy, specifically focusing on FISITA Corporate Members and all FISITA conferences, events, and associated activities.

Key Responsibilities

Membership

- Collate, produce, update, and manage membership databases and document management systems.
- Plan and coordinate administrative procedures and systems and devise ways to streamline membership renewal and induction processes for Corporate and Society Members.
- Ensure the membership database and CRM are effectively maintained and up to date for existing and new members.
- Plan and schedule regular member engagement calls and meetings for FISITA Chief Engagement Officer and CEO.

Events & Sales

- Assist with the uploading of event content on Cvent platform.
- Arrange travel and visas for all colleagues attending the events.
- Provide specific back-office support to colleagues responsible for commercial relationships with exhibitors, sponsors, advertisers, and event attendees pre, during and post-event.
- Ensure the sponsors/exhibitors database and CRM are effectively maintained and up to date for existing and new members.

- Managing, extracting, and interpreting information on spreadsheets, databases or internal systems and ensuring data accuracy is maintained.
- Assist with the delivery of FISITA's events including management of speakers' & delegates

Finance

- Provide administrative and clerical tasks to support the Head of Finance
- Assist / manage with the preparation of appropriate Board and relevant meetings.

Personal Specification

- Excellent interpersonal skills.
- Exceptional organisational skills, with accuracy and attention to detail.
- Proactive and self-motivated. Ability to prioritise and work to tight deadlines whilst retaining professional composure.
- Positive and flexible attitude to work, demonstrating alignment with company values and mission.
- Proven track record co-working across an organisation, willingness to contribute with a strong team ethic.
- Willingness to undertake international travel to deliver responsibility for the role.
- Previous experience within a membership and/or events organisation would be an advantage.

To apply for this position please contact FISITA Head of Finance, David Foster, via d.foster@fisita.com detailing why you should be considered for this role.

Include your current CV and salary expectations.