

## Urban Green Newcastle

**Job Title:** Commercial Assistant

**Salary:** £20,000 - £22,000

**Responsible To:** Commercial Manager

**Job Purpose:**

To support the Commercial Manager to develop the commercial, hospitality and retail offer, property portfolio and new business initiatives for the organisation in line with the Commercial Strategy.

**Principal Duties and Responsibilities:**

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Coordinate new business initiatives with the Commercial Manager, leading on small projects within the portfolio.
- Manage relationships with concessions and other license holders.
- Administration of property portfolio, including coordination of tenant enquiries.
- Administering parking permits / parking suspensions / miscellaneous licenses (newts etc.) and key cutting / collection
- Arrange and coordinate meetings and site visits and all associated paperwork.
- Provide business admin support at key Enterprise Board meetings.
- Provide admin support, handle calls and deal with general enquiries on behalf of the Enterprise Director where required.
- Manage enquiries about commercial activities.
- Maintain filing systems and project management task lists.
- Undertake market research and support database development.

## Person Specification

Job Title: Commercial Assistant

Category	Essential	Desirable
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> <li>• Pro-active and enthusiastic approach to work</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to prioritise workloads</li> <li>• Ability to work to deadlines</li> <li>• Ability to stay focused and positive in a fast-paced work environment</li> <li>• Excellent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of CRM systems</li> <li>• Knowledge of project management processes</li> </ul>
Qualifications and Training	<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent</li> <li>• Demonstratable proficiency of Microsoft Office package</li> </ul>	<ul style="list-style-type: none"> <li>• Project management qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a project management role in a multi-disciplinary team across different locations and venues</li> <li>• Experience of minute taking and following up on actions</li> <li>• Experience of providing support to individuals as well as a team</li> <li>• Experience of budget management and reconciliation including financial reporting</li> <li>• Experience of leading and managing multiple work streams</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing relationships with key partners and commercial tenants</li> <li>• Experience of working in a commercial environment</li> <li>• Experience of developing new business initiatives</li> <li>• Experience of providing admin support at Director level</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Positive and enthusiastic with a can-do attitude</li> </ul>	

Category	Essential	Desirable
	<ul style="list-style-type: none"><li data-bbox="427 237 986 271">• Hardworking with great team spirit</li><li data-bbox="427 304 986 371">• Adaptable with a flexible approach to working</li><li data-bbox="427 405 1015 472">• Ambitious, with a willingness to learn and grown with the role</li></ul>	
Special Requirements	<ul style="list-style-type: none"><li data-bbox="427 551 938 618">• Ability to work outside of office hours as required</li></ul>	