

Business Assistant – Arcola Energy Ltd.

Arcola Energy, a Ballard Power Systems company, is one of the fastest growing hydrogen technology companies in the UK, working with some of the most progressive local authorities, fleet operators and OEMs to meet their zero-emission targets. Arcola has more than 10 years of experience in delivering solutions that address the deployment gap between rapidly evolving low-carbon technologies and production-ready solutions.



Position: Business Assistant
Reports to: Head of HR
Location: East Grinstead/flexible

Job Description

The Business Assistant will provide comprehensive support to the CEO, accompanying them where relevant to key meetings. Responsible for diary and inbox management, preparing presentations and reports.

Principal Accountabilities and tasks

- Coordinate the preparation presentations and reports on behalf of the CEO
- Actively manage the inbox of the CEO, read and respond to correspondence independently or as agreed with relevant members of senior management
- Prepare the CEO's agenda daily
- Manage and prepare internal and external meetings, meeting minutes, projects, documentation and correspondence which may also require collecting, organizing, and analysing data across teams
- Collaborate with various teams and departments to support various projects
- Develop strong working relationships with members of the senior team and with stakeholders who regularly interact with the CEO – become a trusted advisor and facilitator
- Participate in briefing meetings, brief CEO in preparation for events, and develop/collect materials to support strategic engagements
- Accompany CEO at business meetings where relevant
- Liaise with members of the Senior Team and employees to keep things moving and following up to ensure we are meeting commitments and getting things done

Skills and Experience

- Excellent written and verbal communications skills, sharp analytical capabilities, a knowledge of business and ideally technology and software, the ability to initiate and execute on a process, and outstanding follow-up and project management
- Operationally strong, know how to set up processes and how not to overdo them
- High EQ and professional maturity
- The determination to get things done, deliver on time and on budget across a range of goals and tasks
- Ability to anticipate and see around corners
- Comfort and poise in a fast-changing, complex environment earn the respect of your peers.
- You are kind to all, but fear none
- Ability to manage relationships across the business

General

- Be knowledgeable about the full range of Arcola Energy work
- Represent Arcola Energy in a professional manner
- Suggest and implement approved improvements to company processes

What you'll receive in return:

- Competitive salary, based on experience
- Support towards CEng accreditation and your membership fees paid for IET/MechE
- Flexible work arrangements
- An opportunity to directly impact projects – from concept through to production
- Free tickets to the Arcola Theatre (subject to availability), and Arcola staff discount on food and drink in café/bar

About Arcola:

Arcola Energy delivers solutions that significantly improve environmental performance compared to incumbent technologies, contributing to the development of cleaner, greener, more secure, more democratic energy and transport systems, enabling healthier living for everyone.

We are committed to fostering a diverse work environment and are proud to be an equal opportunity employer. As we highly value diversity in our current and future team, we do not discriminate on the basis of race, religion, colour, national origin, gender or gender expression, sexual orientation, age, marital status, disability or any other characteristic protected by law.

To apply, email: jobs@arcolaenergy.com