

Certero Business Support Manager

Why Join Us?

Certero are a successful technology business, operating within markets at the forefront of transformational change. We embody a culture of innovation, both in what we do and how we do it.

Certero is well established and succeeds within our markets at a truly global level, and we believe our people are critical to this success. We value experience and expertise as well as the elasticity, conviction and creativity that enables new concepts and ideas to thrive, become collectively real and drive us ever-forward.

Certero's growth provides a great opportunity to develop your career and diversify roles to suit your strengths, interests and ambitions.

The Role

This is a highly varied role that requires a passionate, motivated, self-starter. The Business Support Manager will ensure the smooth running of the business office on a day-to-day basis and provide full operation/business support. You will initiate the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks. The role requires a hands-on individual with the skills and experience to deliver excellent customer service to both internal and external customers and support the senior management team to ensure the success of the organisational strategy. You will maintain knowledge about the strategy, products and aims of Certero and be able to perform the duties of the role in a professional manner to provide support to professionals, either as part of a team or individually.

What you'll need to succeed

- You will be a quick learner who enjoys a challenge and is looking to grow your career with an exciting company.
- You must be passionate, work well under pressure and be driven by achieving.
- You must have strong organisational skills with great attention to detail and the ability to multi-task.
- You will be very good at prioritisation of skills to balance key priorities.
- You will be comfortable with Accountability and Responsibility and want to provide leadership in everything you do.
- You will strive to be a key part of a team and help drive forward functions that are covered by Business Support which are wide and varied.
- You will have experience of managing multiple stakeholder groups and balancing diplomacy and tact with assertiveness.
- You are energetic, determined, positive, goal focussed and consistent - even under pressure.
- You are able to build trust and demonstrates integrity in all circumstances.
- You will have an understanding of IT.

The benefits of working for Certero

We're committed to creating a workplace where everyone is respected, our differences valued and people can be themselves without exception.

As part of our mutual investment in our employees, we also enjoy some great benefits as standard:

- Competitive annual leave with an optional additional holiday-buy scheme.
- Bupa private medical care, with options to include family.
- Babylon which provides access to a remote GP 24/7.
- Total-earnings Pension Scheme.
- Company Perk and Discount Portal.
- Free on-site facilities, parking, electric vehicle charging and refreshments.
- Branded company polo shirts.
- Regular social events.