

# VACANCY

<b>Position Title:</b>	Legal/Commercial Assistant (Maternity Cover)
<b>Location</b>	Wigan
<b>Contract Type:</b>	Temporary
<b>Hours :</b>	16 Hours per week Monday to Friday will consider a combination of full days and/or half days but half days must be PM
<b>Salary:</b>	Competitive
<b>Benefits:</b>	Holidays 30 days per pro-rata including bank holidays based on full time equivalent of 38.75 hours per week. Company Pension Scheme subject to eligibility Employee Assistance programme
<b>Closing Date:</b>	5 <sup>th</sup> August 2022

Fourteen IP is a leading global provider of specialist voice and data solutions to the Hospitality Industry. Supplier of EVOLUTION Voice the leading unified communications platform for hospitality, guest engagement and both fixed and wireless guest internet access solutions.

Fourteen IP is people centric company who are proudly accredited by Investors in People, we are looking for a motivated and organised individual to join us on a part-time temporary basis to cover Maternity Leave within the Legal & Commercial team.

## Major Responsibilities include:

- Co-ordinating weekly management calls, taking minutes and documenting actions.
- Co-ordinating monthly management meetings compiling agendas, taking minutes, ensuring that meeting packs are available at least two days ahead of the meeting.
- Management of the Quality Management System administration function – Documenting and updating operating procedure, version and document control register, Non-Conformances and compiling monthly quality reports.
- Administration relating to company Insurance policies, responding to request for certificates of insurance and submitting claim forms
- Providing administrative support to the directors and management team
- Completing CEST Assessments as required
- Processing of incoming and outgoing post.
- Reception/ call handling duties
- Ad-hoc duties as required

## Skills and Experience

- IT Competent with strong Excel and Word Skills
- Experience with Outlook/Teams/SharePoint
- Minute taking and action tracking
- High level of attention to detail
- Excellent verbal and written communication ability
- Able to work independently
- Experience or Knowledge of ISO9001 is preferable but not essential
- Understanding of IR 35 off payroll working and undertaking CEST assessments preferable but not essential as training can be provided
- Proven ability to work under pressure

**Successful Applicants**

The successful candidate must have proven experience of handling confidential and commercially sensitive information within the business environment. They will also need to demonstrate the ability to working closely with and provide support to senior leadership teams.

To be considered for this role please request an application form

[helen.waterworth@fourteenip.com](mailto:helen.waterworth@fourteenip.com). Completed applications forms along with a copy of an up to date CV must be received on or before Sunday 7<sup>th</sup> August 2022. Please send either by email to [helen.waterworth@fourteenip.com](mailto:helen.waterworth@fourteenip.com) or by post (marked Private & Confidential, Human Resources, Fourteen IP, Unit 4 Lockfight Buildings, Wheatlea Industrial Estate, Wheatlea Road, Wigan WN3 6XP

Please note that due to the anticipated response only applications shortlisted for interview will be acknowledged.