
Role Specification

Job title: Business Support Assistant

Location: Oxford, UK

Date: February 2024

We are **Velocys**. A leading technology company playing a crucial part in the global Energy Transition.

Our patented catalyst and micro-channel reactor platform provide a scalable, flexible solution enabling the production of Sustainable Aviation Fuel (SAF) from a broad range of renewable carbon and hydrogen sources, including municipal solid waste, woody biomass, biogas, and green hydrogen.

Our performance at commercial scale has been demonstrated. Our competitive advantage comes not only from our technology, but also from two decades of operational and engineering experience. Together with a deep understanding of the challenges and opportunities of developing SAF production capacity, the value we provide to our clients is second to none.

We are a UK-based company with a strong presence in the US across two sites; an engineering and commercial centre in Houston, Texas and a technology and manufacturing facility in Columbus, Ohio. Our 45-strong team of subject matter experts in Engineering, Manufacturing and Finance (to name a few), have one common goal: directing the future of aviation in a more sustainable trajectory.

Do you want to be part of the change?

About the role

We're looking for an extremely organised, motivated assistant who can support a very busy senior team focused on Business Development & Technology Engineering. From organising diaries to identifying key conferences for our directors to attend, from arranging travel to taking minutes, this is a varied role where you'll have the opportunity to make an impact from the get-go, and work with a fantastic group of people.

A day in the life

As our Business Support Assistant, you could:

- Manage the main office phone line, directing calls as appropriate
- Meet and greet any visitors attending the office
- Support the team with any admin-related tasks
- Manage busy diaries across multiple time zones
- Arrange domestic and international business travel for the team
- Submit expense claims using our Finance system
- Communicate well on behalf of the team in both written and oral manner

- Organise lunches, dinners and other internal and external events
- Work on a yearly calendar of events and conferences for the team to attend

About You

- You have at least five years of administration experience within a commercial, corporate environment
- Your attention to detail is excellent. You have a great memory and your ability to manage multiple tasks simultaneously is fantastic.
- You have a can-do attitude. Your communication skills are excellent and you're all about team spirit.
- You're an organiser. You're able to manage the team and make sure everyone is accountable for playing their part in making Velocys a success.
- You're process-oriented. You're able to implement and follow policies and procedures effectively.
- You thrive in a fast-paced environment and work best when having deadlines to meet.
- You're tech-savvy. You're confident with using Microsoft Office 365 products.

What You'll Get

In addition to a competitive salary and a discretionary bonus, you'll get:

- To work flexibly; we have a hybrid-working approach of 3 days in the office, 2 days from home
- 25 days of annual leave per year plus all the bank holidays for your working location
- All the health benefits, including private medical insurance, life assurance and income protection
- Access to our YuLife app, providing mental health and wellbeing support
- A generous pension scheme with 7% contribution from us!
- Shop Street discounts at all the major retailers
- Dedicated time to spend on your personal and professional development journey, with a plan to support you and access to learning resources
- A chance to rest and recuperate at the end of the year when we close our offices over the Christmas period
- Free on-site parking when you work at our offices
- We are a social bunch! You'll have a summer party, Christmas celebrations and seasonal treats.

Contact

LinkedIn job details:

<https://www.linkedin.com/jobs/view/3840202042>

