

Administrator/Executive Support

Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service.

Read on more on our Career site: <https://careers.atradius.com/en/careers>.

Department Description

We are seeking an experienced and highly organized **Senior Administrator / Executive Support** professional to support our Regional Director and HR Manager, the role is Part Time (22.8 hrs per week)

This is a varied and rewarding role that combines executive support, administration, and employee coordination responsibilities. You will play a key role in ensuring the smooth operation of the team through effective diary management, meeting coordination, travel arrangements and administrative support. In addition, you will assist with recruitment coordination, onboarding and employee administration activities, helping to deliver a positive experience for candidates and employees alike. This opportunity would suit an experienced administrator, coordinator, personal assistant, or executive support professional seeking a flexible part-time role within a professional, collaborative and people-focused environment.

Key responsibilities

- Provide high-quality administrative and executive support to the Regional Director and HR Manager.
- Manage calendars, meetings, and appointments, ensuring priorities are effectively coordinated.
- Coordinate internal and external meetings, including scheduling, logistics and preparation of meeting materials.
- Arrange domestic and international travel, accommodation, and itineraries.
- Manage the corporate travel platform and expense management processes.
- Administer employee benefits platforms and respond to related employee queries.
- Prepare presentations, correspondence, reports, and other business documentation.
- Support leadership meetings, team events, and business activities.
- Coordinate recruitment administration, including interview scheduling and candidate communications.
- Support onboarding and offboarding activities.
- Maintain employee records and associated administrative documentation.
- Assist with ad hoc projects and team initiatives.
- Handle confidential information with discretion and professionalism.

About You

You are an experienced administrator who enjoys supporting senior leaders, building strong relationships, and ensuring things run smoothly behind the scenes. You are proactive, dependable and take pride in delivering high-quality work and exceptional service.

To be successful in this role, you will bring:

- Previous experience in an administration, coordination, personal assistant, or executive support role.

- Well-developed organizational and time management skills.
- Experience managing diaries, meetings, travel arrangements, and business administration activities.
- Excellent written and verbal communication skills.
- Strong attention to detail and the ability to manage multiple priorities.
- A high level of professionalism, discretion, and sound judgement.
- Strong interpersonal skills and a collaborative approach.
- Proficiency in Microsoft Office, particularly Outlook, Word, PowerPoint, and Excel.
- A proactive, adaptable, and solutions-focused mindset.
- Experience supporting recruitment, onboarding or employee administration activities will be highly regarded.

What do we offer?

- A dynamic, international and challenging work environment
- Training and support to reach your full potential including the opportunity for continuous professional development
- Attractive terms and conditions, including competitive salary, superannuation package and a range of flexible benefits and rewards
- Hybrid working
- Challenging tasks with individual development and training opportunities

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?

Hannah WALTERS, Human Resources, is available by e-mail at Hannah.WALTERS@atradius.com.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>