

Business Support Officer

Surfachem are looking for a personable and enthusiastic **Business Support Officer** to join our team.

The ideal candidate will help maintain a safe, friendly working environment for employees of Surfachem, the 2M Group and visitors to site, by taking ownership of the management of the office area and ensuring compliance with regulations as well as collaborating with the business departments to support where needed.

About Surfachem

Surfachem, a 2M Group Company, is a leading, global distributor of speciality chemicals. We distribute an extensive portfolio of speciality chemicals into a range of application areas, including our core markets - Personal care, Household, Institutional and Industrial care, and Pharmaceuticals. Working with industry-leading manufacturers, Surfachem acts as a synergistic link between our suppliers and customers to deliver chemistry for a better life. From start-ups, to supermarkets and multinational brands, our ingredients are a fundamental part of your everyday routine.

What we offer

Job type: Full-time / part-time / job share arrangement

Salary: Competitive

Work environment: Office-based

Location: Leeds

Work-life balance: Leeds city centre location with excellent public transport links, work-from-home options, family friendly and flexible working hours, holiday allowance – 23 days on starting plus UK Bank holidays, companywide bonus scheme, casual dress Fridays

Health & wellbeing: Free standard eye tests, family healthcare/private medical scheme, open plan office with free fruit, tea, coffee and juice, free counselling app for all employees

Career progression: Study support and study leave for professional qualifications, excellent and genuine career progression opportunities, option to apply for the 2M Future Leaders' programme

Community and volunteering: A chance to be involved in our CSR initiative, the 2M STEM programme, volunteering with kids in schools, volunteer paid time off – 2 days per year

Key Responsibilities

Board Support

- Coordination of Surfachem and 2M Group companies' calendars, meetings and ensure facilities are ready and appropriate.
- Attend and minute meetings, ensure information is managed as appropriate with complete confidentiality assured.
- Support the Surfachem and 2M Group company boards with any scheduling and travel arrangements where requested.
- Assist in organising company events where required along with any other duties as required.

Office Management

- Ensure office environment is maintained to a satisfactorily high standard.
- Cleaning regimes and security arrangements are maintained.
- Welcome and induct visitors to site as appropriate.
- Ensure coordination of inbound correspondence to the business (phones, group email inboxes, mail).
- Support other departments on business-critical processes where necessary.

Site Safety, Environmental & Quality

- Hazard awareness and reporting into appropriate systems
- Support management teams in ensuring administrative progress and close out of complaints
- Logging and reporting to ensure close out of corrective measures.
- Ensure site maintenance regime upheld – PAT testing, light drains, Fire extinguisher maintenance.
- Risk Assessments review and updating with support from QSHE Manager.
- Ensure adequate cover of fire marshals and first aid cover.

Skills, Qualifications & Experience

Essential

MS Office skills & good IT literacy
Excellent communication and organisational skills
Experience of board/executive assistance duties
Attention to detail

Desirable

My Compliance software
Basic risk assessment skills
Full UK Driving Licence