

JULIE GREEN

EMPLOYMENT HISTORY

Oct 11 – Mar 15

ISS Facility Services

Client Services Team Member

ISS is one of the world's largest facility service providers offering an array of services to professional organisations. Although I was directly employed by ISS, my time was spent outsourced to BNP Paribas Real Estate as a Client Services Team Member. My role was to provide Front of House Services in a busy Birmingham City Centre office and to provide support to the secretarial team and surveyors. My main duties included:-

- Providing administrative support to the secretarial team
- Maintaining a busy switchboard
- Maintaining the meeting room booking system
- Data entry, using excel and in-house systems
- Procurement of office supplies

Sept 03 – Sept 11

Baily Garner LLP

PA/Office Manager

Baily Garner is a Multi Disciplinary Construction Consultancy. I joined as a Project Team Administrator supporting a team of surveyors in the management of projects. My daily duties included typing, formatting and issuing documentation, (letters, reports, invoices, specifications, meeting minutes etc) working to tight deadlines and under pressure. The role also included extensive liaison with clients/contractors and regular attendance at client meetings taking minutes.

After two years, I was promoted to the position of PA to the Senior Partner/Office Manager where I became the central point of contact for all office related items. My role also included the management and production of bid documentation such as pre-qualification questionnaires, tender submissions and PowerPoint presentations for the Midlands region.

PA Duties

- Producing and issuing all the Senior Partner's correspondence, minutes, confidential documents
- Monitoring all incoming post/emails, telephone calls, actioning where required
- Diary management
- Travel arrangements
- Attending management meetings, preparing and distributing minutes

Office Manager Duties

- Management of reception area and staff
- Procurement/management of office services such as photocopiers, recycling, security systems, stationery
- Management of petty cash/ staff expenses/incoming invoices/fee recovery
- Organising office repairs as and when required
- Updating/maintaining environmental records in accordance with ISO14001

Marketing Duties

- Producing, formatting and issuing bid documentation, PQQ's and tender submissions
- Designing PowerPoint presentations
- Updating/Maintaining a client database
- Organising and attending client networking events, liaison with clients, contractors and partner companies to develop and enhance business relationships

June 02 – Sept 03

Dunbar Bank Plc

Regional PA

My main role was to provide comprehensive and efficient assistance to the Regional Director. Duties included:-

- Co-ordinating and delivering all administrative tasks related to the support of the Regional Director and Management
- Organising and attending client functions
- General administration, compiling correspondence, diary management

Feb 01 – June 02

KPMG

Departmental Secretary

My role at KPMG was to support a team of 11 consultants and direct PA responsibilities to 2 members of senior management. Duties included:-

- Diary Management
- Arranging travel and accommodation within the UK and overseas
- Minute taking at management meetings
- Preparation of PowerPoint presentations

Aug 96 – Feb 01

GW Building Services

Senior Secretary

My main duties were to assist the office manager to ensure the efficient running of the office and to provide secretarial support to a team of 5 engineers.

EDUCATION / QUALIFICATIONS

Sept 2007 – Dec 2007

Solihull College

Student

- CIM Introductory Certificate in Marketing

Sept 2003 – June 2004

Sutton Coldfield College

Student

- LCC Executive Secretary Diploma

1993 – 1996

Cadbury College

Student

- 1 A level
- NVQ Level 2 Business Administration

1988 – 1993

Swanshurst Girls School

Student

- 9 GCSE's (Maths and English A-C)

HOBBIES AND INTEREST

In my spare time I enjoy reading books, walking and socialising with family and friends.

REFEREES

- Available on request