

About the company

Grinding Solutions is an innovative and consultative company specialising in mineral liberation and separation. We approach client problems without preconceptions to help maximise their value and opportunities. Our offices and laboratory are based at Tresillian Business Park, Truro, Cornwall, UK.

Our services range from metallurgical and mineral processing testing to onsite support and troubleshooting to product development and market evaluations. We aim to increase mineral recoveries and reduce overall process costs through targeting the optimal process design and operation. We work with clients across the world covering metalliferous, coal and industrial mineral industries.

Our future growth plans will provide opportunities for those of our team who are ambitious and hard working with a passion for the business and providing technical excellence.

Details of the role available can be found on the following page.

Values & attributes

We are looking for candidates who share the following values and attributes:

- Taking a consultative and innovative approach
- Striving for technical excellence, delivering quality and value
- Developing and considering commercial aspects
- Ensuring a safe working environment
- Professionalism when representing the company
- Team player
- Questioning, learning and continuously looking for business improvement
- Ability to lead and take responsibility

Requirements

- Must be able to work in the UK
- Available for international travel
- Hold a valid driving licence

What to do if you are interested

Please submit any enquiries or your CV and cover e-mail to recruitment@grindingsolutions.com

Alternatively, you can contact Felicity Wilshaw, Director, on +44 (0) 1872 223331

BUSINESS SUPPORT ADMINISTRATOR

Overview

The successful candidate for this position will carry out a range of administrative, financial and marketing duties, supporting the business to react quickly to increasing demand for our laboratory and consultancy services. A diverse role which will see you working closely with the commercial and technical teams presents a great opportunity to get involved in a broad variety of activities across the organisation.

Reporting to the Business Support Director, the successful candidate will enjoy variety, have an interest in all areas of business support and a can-do approach to learning and taking on new tasks. What's more, as this role will be supported through the Unlocking Potential programme for the first 9 months, which means the post holder will be able to secure mentoring to help them develop the skills and knowledge needed to be successful in this role.

What you can help with

- Financial processing including invoicing, purchase orders and expenses
- Liaising with suppliers, clients and our team to ensure effective communication
- Development and implementation of improved business systems
- Travel booking and company calendar management
- Providing cover for all areas of business support
- Ad hoc projects
- Business support for the Directors
- Marketing and commercial support including:
 - Preparation for conferences & events
 - Production of marketing materials
 - Data analysis and reporting

Essential skills and experience

- Relevant university degree at BSc level or above
- Microsoft Office proficient
- Problem solver with the ability to work well under pressure
- Confident and professional
- Excellent verbal communication skills and interpersonal skills
- Team player with a can-do attitude
- Administration experience including customer relations
- Organised approach whilst being flexible and proactive

Desirable skills and experience

- Experience working with cloud-based accounting and CRM systems
- Broader IT and analytical skills

