

Administrative Assistant

Role: Administrative Assistant to support team

Location: Office based, Jersey

Type: Full-time, permanent contract

About Jersey Business

Our Vision: Building a prosperous business community in Jersey

Our Purpose: Accelerating business success

What We Do:

- Inspire, challenge, and support businesses to reach their goals
- Make connections that have a positive impact
- Share expertise that creates value

Our Values:

- Respectful – We value people as individuals
 - Empowering – We share our expertise to help you achieve your goals
 - Authentic – We are professional, independent, and confidential
 - Collaborative – We work as a team and love what we do
 - Honest – We don't shy away from difficult conversations
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The role:

This is a full-time opportunity for an Administrative Assistant to join our dynamic team and help keep our operations on track. This varied role is perfect for someone who thrives in a fast-paced environment and enjoys making a positive impact across the organisation.

What you'll do

- Manage office supplies and facilities
- Support internal and external meetings
- Assist with finance admin and data entry
- Provide cross-team administrative support
- Help deliver Government-funded programmes and grant schemes

What we're looking for

- Resident in Jersey for more than 5 years
- Previous experience in admin or office support
- Strong organisational and communication skills
- Proficiency in Microsoft Office
- A flexible, can-do attitude and attention to detail
- Positive mindset and a team player

Jersey Business is dedicated to inclusivity and flexibility in our hiring process, looking for the best candidate for the position and we're willing to discuss the terms.

Please send your application including a cover letter and CV to rebecca.batten@jerseybusiness.je by 19th December 2025.

Please note: Previous applicants need not apply.