**Business Support Administration Intern**

**Location**: Mercer Limited, The Paragon, Counterslip, Bristol, BS1 6BX but can be flexible across the UK

**Reporting to**: Business Support Manager

**Salary**: £20k per annum (pro rata for the internship duration)

**Hours**: 35 per week

**Internship** **duration**: 6 months

**About Mercer**

Mercer is part of the Marsh McLennan family, bringing together a broad spectrum of expertise to help clients navigate the complex world of people risks, cost management and employee benefits.

We are looking for a Business Support Assistant to join our Career Business. You will be an essential part of a highly skilled team by collaborating with our client facing colleagues, providing administrative support to consultants and teams.

**Role description**

The Business Support Assistant is a crucial role that enables our client teams to do their work to a high standard. The role will provide ongoing support to the Business Support team and Consultants at Mercer.

Tasks undertaken will include:

* creating engaging documents for clients and internal use
* processing expenses claims for the team
* booking travel for our consultants
* supporting consultants and the team with data entry and financial management activities
* producing meeting notes and client materials

Full training will be given on how to use a number of different platforms and programmes including HBB, MercerForce and GDB, in order to carry out the role.

**Skills required for the role:**

* Motivated by achieving results and working to a high standard
* Creative problem solver
* Ability to work flexibility and around changing requirements
* Communicate clearly with colleagues at Mercer using Outlook, Teams and Zoom
* Ability to work to deadlines
* Can organise and manage time and tasks effectively
* Willingness to learn new skills

**How to apply**

Before applying, please make sure that you can answer ‘yes’ to the following statements:

* You have a primary diagnosis of autism
* You are aged 18 or over at the start of the internship
* You are a UK resident/have the right to work in the UK.

Please apply follow the link to Workday for more details and to complete the application form.

**Recruitment timeline**

Closing date for applications: 6 July 2022

Expected internship start date: Mid July