



INCORPORATED BY ROYAL CHARTER  
(1907)

The Royal Warrant Holders Association

## **Administrative Assistant**

<b>Contract</b>	Fixed Term Contract
<b>Start Date</b>	December 2023
<b>End Date</b>	December 2024
<b>Salary</b>	£23,000 - £26,000 p.a. depending upon experience
<b>Hours</b>	35 hours per week (full time), office based
<b>Based at</b>	No. 1 Buckingham Place, London, SW1E 6HR
<b>Reporting to</b>	Director of Warrants & Communications

### **About the role**

*The Royal Warrant Holders Association (RWHA) represents individuals and companies holding Royal Warrants of Appointment. These are a mark of recognition of those who have supplied goods or services for at least five years to the Royal Household and who have a continuing trading relationship. The RWHA collates applications for new Royal Warrants and changes to existing ones, and, as a membership organisation, the Association organises a programme of business, social and sporting events to enable its members to communicate and network with each other.*

In this role you will provide administrative support in the processing of applications for Royal Warrants. You will also be responsible for updating and maintaining accurate records on the CRM database, helping keep website content up to date and, from time to time, provide administrative and practical assistance in the preparation of – and at – events.

### **About you**

You will have previous administrative experience and proven experience of CRM system/s. The successful post holder will be organised and have the ability to manage varied and changing priorities, with a flexible and adaptable approach. You will have strong IT and communication skills.

### **How to apply**

Please send your cover letter and CV to:  
[recruitment@hendersonHR.co.uk](mailto:recruitment@hendersonHR.co.uk)

**Vacancy Closing Date** 26/11/2023, 23:55