



dayone™.

# What happens next?

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Once onboarding is complete, you will be matched to roles

Match to all roles where Talent Seekers are wanting the skills you have

Talent Seekers can read your profile

We will show you all options available to you – so open as many doors as possible

Your personal details remain hidden

# Dashboard

Review / update your profile

See your stats

- Matched roles
- Shortlisted
- Profile views

The screenshot displays the Day One dashboard for a user named Talent-55632. The interface is divided into several sections:

- Header:** Includes the Day One logo, navigation tabs (Dashboard, Work Related Activities, Connects), and user profile information.
- Left Sidebar:**
  - Profile:** Shows the user's name, status (Available), and a list of skills (Communication skills, Compliance, Excel/Google sheets, Microsoft Office (Word/Ex..., Data Analysis (Excel/Goog..., Data Entry, Payroll Management, Customer Relationship Man..., Data visualization, Analytics, Administration, Budgeting & Financial Man..., Customer Service, Content creation). A "View Profile" button is present.
  - Your Stats:** Displays three metrics: 0 Saved, 4 Shortlisted, and 2 Profile view.
  - Coming Soon!** A banner for Day One's upcoming features.
- Main Content Area:**
  - Your matched opportunities!** A section with a filter dropdown (set to Matched) and a list of job opportunities. Each listing includes the job title, company, location, and a "Your Match" progress bar. The jobs listed are: Admin Assistant (KCL Digital), Contact Support Admin (Sample Opportunity), Senior Project Manager (Day One Work test 3), Commercial Director (Brand Hackers), Senior Growth Marketing Manager (Brand Hackers), Business Performance Manager (Seroo), and Virtual Assistant (Asante Property Group).
- Bottom:** A "Complete Profile" button and a help icon.

# Opportunities

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DashboardWork Related ActivitiesConnects

Matches > Admin Assistant

KCL Digital

Admin Assistant 47% Matched

Skills Required

Microsoft Office (Word/Excel/PowerPoint)

Compliance

Document Management

Customer Relationship Management (CRM) Tools (Salesforce/HubSpot CRM/Zoho CRM)

Communication

Excel/Google sheets

Time Management

Content creation

Email Communication (Writing professional emails/Managing email campaigns)

Collaboration Tools (Microsoft Teams/Google Workspace/Slack/Stack)

Administration

Customer Service

Data protection

Social Media Management (Posting updates, monitoring engagement, basic analytics)

Scheduling & Coordination

Jobs Description

Role Objectives

- With team support, help to take care of our business administration functions
- Ensure our administrative tasks are fulfilled proactively and to quality and time
- Help us to refine and embed our operational processes
- Help to bring administrative order and structure internally and externally
- Help us to endorse our professional standards

You will have a passion to bring order and structure to our organisation and help to implement processes and respond to administrative tasks. You will have a natural approach representing KCL Digital in a professional setting, able to quickly form positive partnerships that are collaborative and inclusive. You will have excellent written and verbal interpersonal customer service skills that enable you to interact, engage and liaise with our clients, consultants, candidates, and existing partners on our behalf.

You will be trustworthy, professional and dependable, with an ability to work both autonomously and within a team, both within and outside of KCL Digital. You will want to focus on detail and bring only the best in all your work. You will be keen to support the growth in our business by representing us appropriately in all that we do.

With a flexible, resilient and pragmatic approach, you will be happy to share your experience and expertise with pride and passion in how you work. You will be positively charismatic and confident in nature, a great listener, a detailed inquisitive mind, with a skill for delivering communication at all levels. You will have mutual respect within our team and work closely with all members, with an attitude that is collaborative, inclusive and helpful throughout.

Minimum Requirements

- GCSE English and Maths
- Excellent skills and capability in office tools - MS Office 365, including Sharepoint, Planner and Forms
- Proven track record of successfully providing administration support in a busy environment
- Excellent written, verbal and interpersonal skills
- Emotionally intelligent and resilient
- Commercial awareness, experience and judgement
- Ability to work autonomously once directed
- Can judge when to escalate and seek help/direction
- A happy, positive, can do approach
- A team player that likes working with others
- Professional, timely and respectful to all
- Demonstrates and secures trust early on
- Can work to and demonstrate our values daily

Job Role Support & Mentoring

- Training and networking days - remote/on site
- Mentoring opportunities
- Flexible home/work balance support
- Team away days and social events
- Regular 1:1s and team meetings

List of Responsibilities

Business Support Tasks

Job Summary

Location  
London Borough of Richmond upon Thames, UK

Opportunity Type  
Full Time

Working arrangement  
On-site

Salary Range  
£24000-25000 Yearly

Working Shift

Weekdays (Monday to Friday)

Working Hours  
33-48 hours

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Boost your profile by answering qualifying questions

If there are work related activities that align to your career preferences – you can practice and submit these.

They will showcase your individual skills to Talent Seekers

# Connections

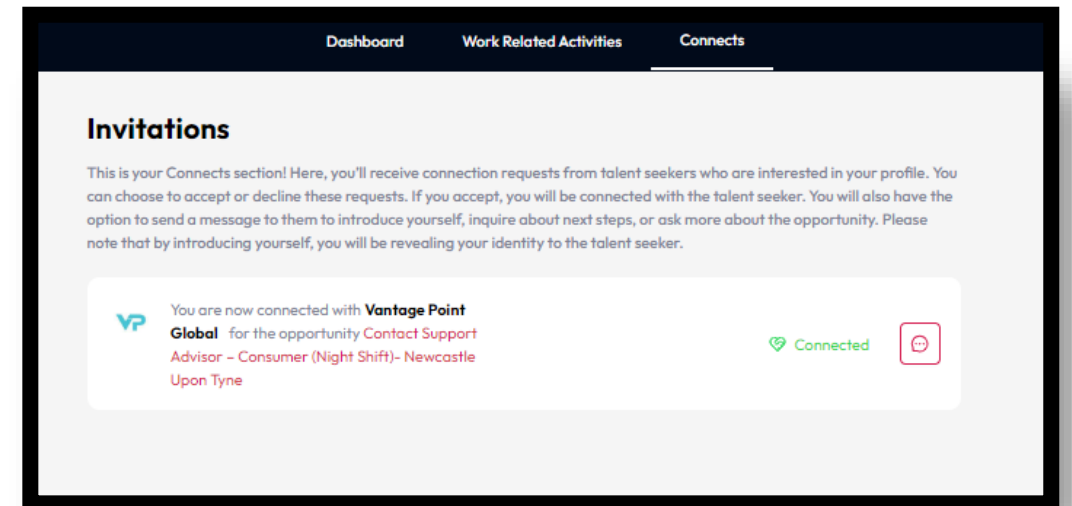
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No need to apply for roles!

By completing the skills tasks, the hard work has already been done

Sit back and wait for a Talent Seeker to notice you

Talent Seekers will review your profile, shortlist Talent and send a Connect Request to anyone who they want to take further



# Roles Available

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- UK
- Desk based roles
- Digital Skills
- Business, Finance, HR, Sales, Customer Service, IT, Tech Support, Data, Marketing, Software Development
- Permanent / Contract / Part Time / Full Time / Office-Hybrid-Remote / Work Experience & Apprenticeships

**Be the first to get on the platform and be instantly matched as roles are published!**