



# Group Support Assistant





# The Alluvium Group

At Alluvium Group, we are dedicated professionals making a lasting impact for society, nature and the environment. Our multidisciplinary and technical expertise combined with an agile and innovative mindset set us apart in the industry. With a strong commitment to employee ownership, we foster a sense of belonging and shared success.

We offer a flexible working environment, profit sharing, professional memberships, ongoing training and development as well as international opportunities. Our internal research program reinvests 10% of profits into pioneering projects, promoting continuous growth and innovation. Every employee helps shape our direction and elevate industry standards.

We are driven by change, guided by science, and sustained by impact.

## The Alluvium Group in India

The Alluvium Group is one of India's leading providers of climate resilience and water resources management services. India is facing huge challenges in adapting its population and economy to a rapidly changing climate. Alluvium takes a science based, ecosystem-focussed and collaborative approach to working with government, private sector and communities to address these challenges. Through this approach we are helping to build a greener and more resilient India.



# About This Role

## **We are looking for a Group Support Assistant in our global shared services team**

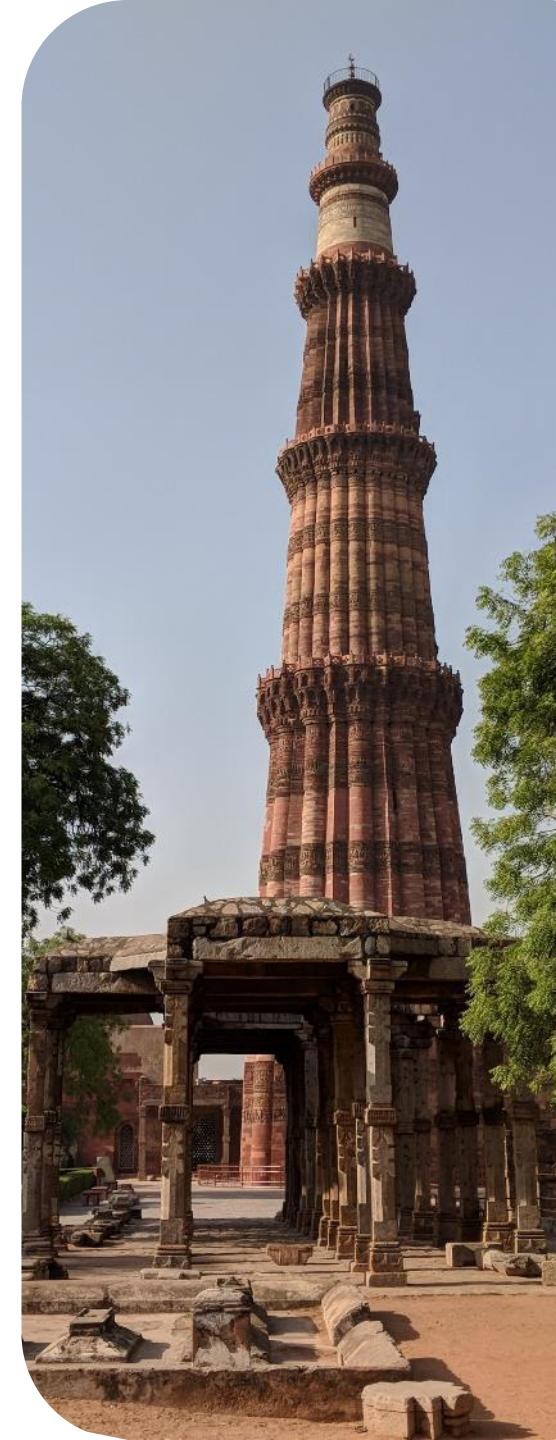
You will be the central point of contact for actioning all proposal and project related registration and record updates in the Alluvium Group's project management system, Deltek Vantagepoint.

The Group Support Assistant ensures that key consulting business and project administration processes are completed within agreed timeframes and to the required standard.

Reporting to the Team Support Coordinator locally, you will also be part of a global support team for the Alluvium Group.

## **What you will be doing in this role**

- Actioning project registrations, maintaining data integrity, following up data gaps
- Liaising with project managers in Australia and India in response to data update requests
- Maintaining the document management system in SharePoint at key points of the project lifecycle
- Actioning tasks relating to tender management such as downloading and circulating documents
- Collaborating with the wider support team across the Alluvium Group





# Skills and Experience

## Required Qualifications

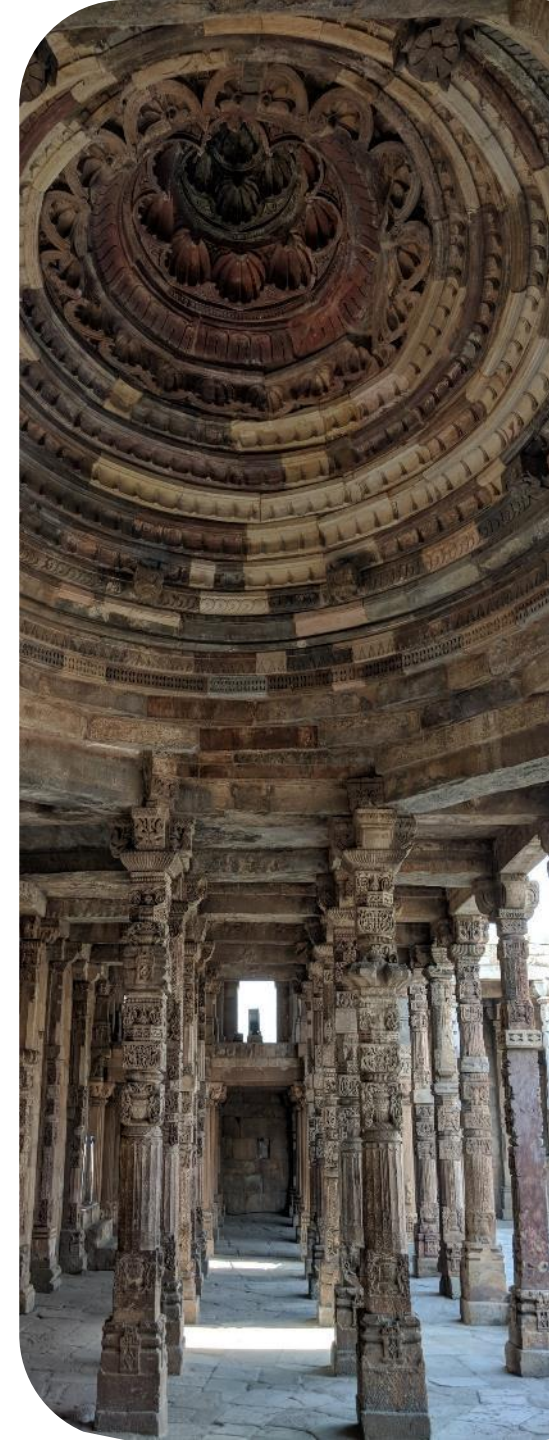
- Certificate / Diploma studies in business management/administration or demonstrated equivalent experience
- Proficient M365 skills including SharePoint content management and Excel

## Preferred Qualifications /experience

- Understanding of consulting environment and project management requirements
- Experience with ERP systems /project management software processes. Deltek Vantagepoint an advantage
- Candidates with a background in backend data entry will be highly regarded.

## Required Skills

- Excellent time management, coordination and prioritization skills
- Problem solving skills and initiative - a willingness to learn and work out a solution to whatever situation presents itself
- Accurate data entry skills
- Strong written skills. Proactive, relationship-building communication style
- Collaboration and teamwork skills to ensure the overall support function operates at a high standard
- Excellent follow through, engaging appropriate resources and personnel while retaining ownership of tasks



# What We Offer

**An award-winning workplace recognised as A Great Place to Work for women. Our people contribute significantly to our culture and success.**

- Competitive remuneration commensurate with skills and experience and subject to negotiation
- Opportunity to work with international teams and interact with recognised leaders in the field
- Employee Profit share opportunity
- The opportunity to become a shareholder in the Alluvium Group (over 50% of our staff are shareholders) benefiting from dividends and capital growth
- Laptop computer and phone plan for work and personal communications
- Health insurance provision
- Flexible working arrangements (home and office)
- The Alluvium Group has an active reconciliation program, operates as a carbon neutral business and is a certified Bcorp. Find out more about us at [www.alluvium.com](http://www.alluvium.com)

## **To apply for this exciting role:**

Please email a CV and short cover letter (max one page) outlining why you are the right candidate for this role to [khyati.gupta@alluviumgroup.in](mailto:khyati.gupta@alluviumgroup.in). Applications close on July 25<sup>th</sup> 2025, and will be considered on a rolling basis.

### **Please note:**

*Only applications sent directly to the email on this page and containing all the required information will be considered*

