



Job description

# Admin Executive

Helping education & non-profit organisations grow

[hubgem.co.uk](http://hubgem.co.uk)





# Who are HubGem?

Hello - lovely to meet you!

We're HubGem – a specialist digital growth and HubSpot CRM consultancy working exclusively with education and purpose-led organisations around the world. From independent schools and colleges to universities and Training Providers, we help organisations grow by simplifying complex systems, improving engagement and building better relationships using HubSpot CRM, data and AI.

We're proud to work with education organisations across the globe. But what really defines us is how we work – with empathy, clarity and a genuine understanding of life inside education.

We're a fully remote, connected team who care deeply about people – our clients and each other.

In 2026, we were recognised as the **#1 World's Happiest Workplace** – something we're incredibly proud of.

If you're looking for a role where you can build meaningful relationships, make a real difference in the education sector, and be part of a team that genuinely cares – you'll feel right at home here.



# Why join our team?

At HubGem, you'll join a close-knit, supportive team that cares deeply about doing meaningful work – and doing it well.

We value people who enjoy thinking independently, taking ownership, and contributing ideas that genuinely improve how things work. You'll be trusted to do your role with care, professionalism and confidence, while knowing support is always close by.

Although we work remotely, we're highly connected. We collaborate openly, share knowledge generously, and make time to learn from one another.

Above all, we believe great work comes from happy, healthy people. That belief shapes how we lead, how we support one another, and how we continue to build a workplace where people can thrive long term.

- Hybrid/Remote positions - work wherever you can get a good internet connection!
- Regular team calls - a chance to share ideas, help each other out and chat to colleagues
- Multi-award-winning company culture
- Flexible approach to your working hours
- Two fun in-person strategy and team-building days per year
- Laptop, equipment and all software provided
- Exciting opportunity to join a rapidly growing small business
- Make a real impact to education and non-profit clients around the world
- Time and budget invested in the ongoing professional development of our employees
- Clear career progression pathways
- Join and collaborate with an exciting global HubSpot partner community
- Opportunities to attend events such as award ceremonies, the annual HubSpot marketing conference in USA, and Dublin for HubSpot meetings, training and networking



# Your wellbeing matters

## Employee wellbeing Initiatives

- Flexible remote working: We know that life gets busy and it can be hard to fit everything in, we are committed to providing a flexible approach to your working day. If you need an hour out to take a breather, go for a walk, have an appointment, look after your children, pets... or anything else, then just make the time up elsewhere.
- Wellness Wednesdays: One day every quarter, block out your diary with a wellness based activity of your choice!
- Headspace Subscription: Looking after our mental health has never been so important, we encourage our team to take the time to de-wind, meditate, relax or simply learn healthy mindful habits.
- Time to learn: A love of learning is something to be celebrated which is why we offer 10 hours per month for your own professional development.
- Team building: Monthly team building calls, coffee mornings and 'donut' calls to connect with your team members.
- Rewards: We want to make sure that you are recognised for doing a good job and reward with gifts, bonuses and shout-outs!
- Wellbeing Platforms: We offer wellbeing workshops and webinars, a dedicated wellbeing Slack channel, wellbeing check-in's and monthly wellness recommendations.
- Health: You will have access to our Occupational Health provider, MediGold Health and the NHS approved Thrive app. We also love taking part in company wellness challenges to support our team's wellbeing!
- Deskmate: We know that standing improves blood circulation and energy. We provide employees with a Deskmate if requested, allowing you to quickly and easily switch between your regular desk and a standing desk.

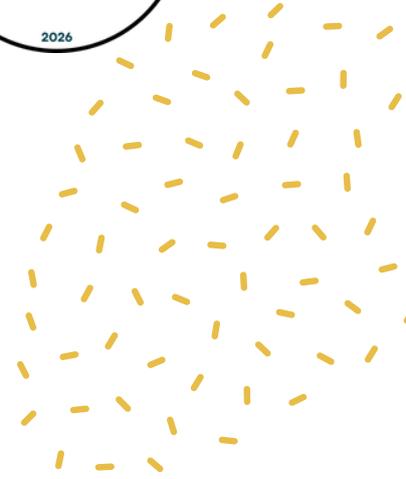
Visit our website to find out more about our other initiatives

GREAT PLACE TO WORK



# Award winning culture

- 🏆 Named **#1 World's Happiest Workplace 25/2026** and winner in 8 further categories
- 🏆 **Most Flexible Workplace 2026** finalists at the Great British Workplace Wellbeing Awards.
- 🏆 **Best Employee Wellness Programme 2026** finalists at the Health & Wellbeing Awards
- 🏆 Named '**SME of the Year 2025**' at the British HR Awards.
- 🏆 '**Best Wellbeing In The Workplace Strategy 2025**' finalists at the Great British Workplace Wellbeing Awards.
- 🏆 '**Most Dedicated Employee Wellbeing Champions 2024- Lincolnshire**' by Corporate Vision (HR & Employment Awards).
- 🏆 '**Best Employee Wellbeing Strategy 2024**' finalists at the Engage Awards.
- 🏆 '**Culture Initiative of the Year**' and '**Technology Partner of the Year**' finalists at the British HR Awards 2024.
- 🏆 Named '**Great Place To Work 2023**' winner at the Engage Awards.
- 🏆 '**Best Use of Tech**' and '**Most Inspiring HR Leader of the Year**' finalists at the Great British Wellbeing Awards 2023.
- 🏆 Nominated at the CIPD People Management Awards 2023 for our '**Culture and Wellbeing Strategy**'.
- 🏆 '**Company Culture Excellence Award**' winners at SME News Awards 2021.
- 🏆 '**Best Support for Remote Workers**' finalists in the Great British Workplace Wellbeing Awards 2021.



## Our values

We are passionate about helping people

We simplify the complex and give our clients the confidence and skills they need to succeed

We always provide a high-quality and efficient service

We are transparent, friendly, genuine and empathetic

We provide a positive, supportive, flexible, inclusive and collaborative working environment in which our team and clients can thrive

**"I can honestly say I've never enjoyed a role as much as this one!"**

**The team support and morale is amazing and there is a real good focus on the importance of work life balance.**

**My voice is genuinely heard and respected here and there are so many unique and exciting opportunities to grow within an amazing innovative business!"**

**"Never have I felt so embedded and valued within a company, and this alone drives me to deliver the best possible work I can. I love delivering great sessions to clients and watching as HubSpot transforms their working lives, and internally I love working with such an amazing, caring & dedicated team."**



# Job description

We are looking for an Admin Executive to join our team to support with a wide range of administrative tasks and projects.

Duties include calendar and meeting admin support, in addition to supporting the Admin Lead and the wider HubGem team with a wide range of HubGem projects.

This role also has a critical role to play in supporting the sales team with the efficient creation of quotes and invoices, as well as maintaining tidy and accurate records in the CRM.

This role includes full training on using HubSpot CRM and the relevant systems.

This is a unique opportunity to join a rapidly-growing business with a nationally-recognised, multi award-winning company culture, and play a crucial role in a friendly team making a big impact.

We are primarily a remote team but work closely together with a fun, collaborative and exciting team-working approach. This role is remote with regular meetings via Zoom.

Our ideal candidate thrives when working remotely, is highly self-motivated, has good attention to detail, is a strong team player and is keen to learn. They must be confident in meeting new people, be able to prioritise effectively, and have a good standard of written and spoken English.

This role has the opportunity to adjust as the company grows, to reflect changing responsibilities and a changing business landscape.

Salary: £25,446 - £26,500 per annum  
Regular salary reviews, a bonus scheme and opportunity for progression.

Hours: 38.5 per week

Holiday: 30 days per annum, inclusive of Bank Holidays

Location: Remote with some in-person events



# Role responsibilities

## Administration Responsibilities

- Meet regularly with the Admin Lead to keep up to date with current projects and complete administrative tasks as required
- Support the Admin Lead in managing calendars and organising appointments, meetings and events
- Support with making travel arrangements for the team including members of the Senior Leadership Team
- Maintain digital files on HubSpot CRM, OneDrive and Microsoft. Keep digital files up to date (necessary HubSpot and Microsoft training will be provided)
- Support the Admin Lead with ordering office supplies and IT purchases as required by the team. Support the Admin Lead and Technical lead with keeping IT asset register updated.
- Maintain strong working relationships with the wider team and attend team meetings, providing meeting notes and action summaries to team members where required
- Support the Director of People & Culture with HR and culture administration tasks where required
- Supporting the Admin Lead and Director of People & Culture to arrange team days and team events
- Supporting with the assignment of tasks to team members and providing reminders where necessary
- Supporting the Marketing, Sales and Consulting teams with projects and tasks as required
- Supporting the upkeep of the team calendar with birthdays, key events, EDI events, annual leave and national holidays
- Ensuring that all administrative tasks that involve the use of personal data comply with data protection laws and our company policies (GDPR)
- Adhering to HubSpot Partner Agreement at all times



## **Sales Administration Responsibilities**

- Supporting the Sales team with creating quotes for prospective clients
- Directing incoming queries to the relevant team members
- Supporting the Admin Lead with managing the shared email inboxes
- Support with data hygiene: CRM data cleansing, management of contact and company records, and maintain accurate sales records within HubSpot (training provided)
- Assign invoices to the correct quotes on HubSpot CRM (training provided)

## **Marketing Administration Responsibilities**

- Providing support to the marketing team with the planning and organisation of our regular HubSpot User Group (HUG) and HubGem events
- Proofreading a wide range of assets to support marketing, sales, and management teams
- Supporting the marketing team and Director of People & Culture with submitting award entries
- Using media platforms such as LinkedIn to support marketing and sales, creating posts/content, and maintaining an active and professional online presence at all times
- Supporting the Admin Lead, marketing and sales teams with preparation for in-person events, including distributing printed assets, other materials and maintaining marketing asset register
- Liaising with marketing, suppliers and the Admin Lead for printed materials for events
- Occasionally writing content for our blog - topics and content to be guided by your interests and experience



# Person specification

## Essential

- Experience in administration
- Exceptional team working skills
- Ability to use initiative and work autonomously
- Excellent communication and interpersonal skills
- Creative thinker and problem solver
- Self-motivated and able to work efficiently from home/remotely
- Outstanding organisational and time-management skills
- Excellent writing and proofreading skills
- A desire to learn, willingness to ask questions and ability to learn quickly
- A passion for helping a small business grow and embracing digital tools
- Experience using Microsoft Office and Zoom/video calling software

## Desirable

- Qualification in administration or related discipline
- Experience of using HubSpot software or another CRM/MIS system
- Experience in sales or admissions
- Experience working in a remote or hybrid role
- Experience with event organisation
- Previous experience in education and/or non-profit sectors

"The work/life balance at HubGem is great. A flexible approach to working hours means I no longer feel like I am spinning plates but have capacity for all of the things that are important to me."

"It's evident that it's both a company that cares and a company that's growing. There's a range of employee wellbeing initiatives that are available on top of an already relaxed and friendly work atmosphere; the company is clearly growing at a rapid rate and Gemma is putting in the effort to make sure every employee grows with the company in the direction they want for their own personal development."

"The culture at HubGem is nothing I have seen or experienced at a company before. There are so many well-being initiatives that cater for every team member. Everyone in the team are genuinely kind, supportive of one another, helpful, understanding, and a joy to work with"



Email

[hr@hubgem.co.uk](mailto:hr@hubgem.co.uk)

Phone

+44 (0)333 444 0752

