

Business Support Assistant

PBA Applied Ecology was established in 2010 and has grown to become one of the UK's most respected specialist ecology practices. We provide ecological and environmental services to industry, utility and conservation bodies across the north of England.

We are based near Giggleswick, within walking distance of Settle.

The Role:

This is a new role, supporting PBA's business development team. You will be managing enquiries, preparing quotations, assisting with tenders/frameworks, maintaining accurate records and liaising with clients. Working within a small team.

Please do not be discouraged from applying if you do not meet every criterion listed, as we are keen to identify the candidate whose personality, skills, potential, and approach best fit the position.

Key responsibilities

- Assisting with preparation of quotes and cost proposals
- Managing and responding to incoming enquiries from a wide range of clients
- Logging and tracking enquiries
- Supporting the team with tender submissions
- Reviewing documents and extracting key requirements
- Drafting and responding to client emails
- Liaising with clients
- Proofreading and formatting tender submission documents
- Maintaining organised records, trackers, and spreadsheets
- General administrative support
- Anything else required for the smooth running and success of the business.

What we are looking for:

Essential Skills

- Clear written and verbal communication skills
- Professional and courteous communicator on the phone and in e-mail
- Numerate and comfortable working with figures / costs
- Attention to detail
- Ability to interpret written information
- Good organisational and time management skills
- Enthusiastic and willing to learn
- Good team player and enjoys working with others
- Competent using Office 365
- Ability to work on own initiative

Desirable Criteria (but not essential)

- Experience in, or exposure to, a business or professional environment
- Experience in producing quotes/tenders
- Understanding of tendering, procurement, or bid processes
- Experience managing inboxes or shared mailboxes
- Experience reviewing technical or detailed documents
- Experience maintaining organised digital records/files
- Experience with proofreading and editing skills, with the ability to review and refine written content for accuracy, coherence, and compliance
- Interest in the natural world

What we offer

- A career-enhancing role within a supportive and well-resourced practice
- Continuous professional development opportunities.
- Well-equipped modern offices in a beautiful rural location
- Social working environment, with a supportive, inclusive team
- Competitive salary, depending on competence, experience and qualifications
- Flexible working times
- Additional days holiday with length of service
- Company pension scheme
- Cycle-to-work scheme
- Green commute scheme
- An environmental approach at the forefront of all we do
- Regular staff appreciation events
- Engagement with the local community and conservation projects

Hours of Work

Days/hours negotiable
(flexible start and finish times between 8am and 6pm)

Starting Rate of Pay

Salary commensurate with relevant experience

How to Apply

Please send your CV, together with short letter explaining why you are right for this opportunity and when you are available to start, to: jobs2026@pba-ecology.co.uk with 'Business Support Assistant' as the subject header.

Closing date: Sunday 8th March 2026