
JOB TITLE Personal Assistant / Administration Assistant

REPORTS TO CEO

POSITION DESCRIPTION

Position purpose

The purpose of this role is to ensure the smooth running of the business through the coordination of day to day activities of the CEO and executive management team. This includes supporting the CEO's requests, diary management, travel bookings, production of reports and presentations and administrative assistance.

Main tasks

Core objectives include:

- Provide confidential executive and administrative support to the CEO, including diary management, forward planning and meeting preparation.
- Undertake basic research and investigation in order to provide information or advice on specific issues, as directed by the CEO.
- Provide executive support for the management/executive team including assisting with preparation of powerpoint presentations and reports, management meetings, committee meetings, events, booking venues, organising catering, agenda preparation, minute- taking, coordination of meeting and post- meeting material.
- Facilitate and coordinate financial transactions for CEO, including credit card receipts and maintaining appropriate records and filing.
- Develop and maintain effective working relationships with CEO and managers, external suppliers and service providers.
- Prepare documents under guidance for a range of topics.
- Ensure that managers are available to attend scheduled meetings and maintain regular contact to ensure smooth flow each day.
- Deal with incoming communication and corresponding on behalf of the CEO.
- Arrange work travel arrangements for the executive team.
- Devise and maintain office systems, including data management and filing.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties

- Fulfil other duties as required by management and other department personnel as requested/required.

- Required qualities**
- Professional approach
 - Impeccable self-presentation
 - Organisational and time management skills
 - Efficiency in managing and prioritising workloads
 - Ability to connect and collaborate with colleagues

- Desired competencies**
- Analytical thinking
 - Initiative
 - Reasoning, judgement and analytical thinking
 - Business awareness
 - Tenacity
 - Strategic thinking
 - Positive approach to change

PERSON SPECIFICATION

- Qualifications**
- Minimum 2 years' experience.

- Experience**
- Relevant experience in a similar role is desirable

- Skills & competencies**
- **Digital literacy:** including using word, excel and powerpoint.
 - **PA service focused:** committed to providing exceptional service across all channels – written, phone and face to face.
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience. Written and verbal communication skills with the ability to draft and edit a diverse range of high quality materials.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Teamwork:** willingness to assist and support others as required and get on with team members.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

- Personal attributes**
- Professional approach (essential)
 - Confident manner (essential)
 - Positive approach to change (essential)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

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Manager

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Date