
Job Title: Personal Assistant

Location: Egham

Role Overview

This is an exciting opportunity for an enthusiastic Personal Assistant to join our dynamic team. This permanent position is well suited to an individual that is looking for a role with longevity and to gain hands-on experience in a thriving and supportive workplace with the opportunity of career development.

You will be willing to learn and develop your skills to eventually be in a position where you be required to manage your own workload.

Key Responsibilities

- > Assisting with client support and management
- > Ensure that all client requirements are dealt with or escalated in a timely fashion to meet established goals and objectives
- > Understanding of company policy, processes and adherence to such policies in both client and internal environments
- > Prepare preliminary documents, briefing papers, reports and presentations; coordinating with the senior management team to proactively collate required information in order to meet required deadlines
- > Management of emails and relevant filing of such
- > Organising and maintaining diaries and making appointments
- > In addition to supporting their manager, many PAs also have their own personal workload and responsibilities. The scope of this can be extensive and additional duties may include:
 - Carrying out specific projects and research
 - Responsibility for accounts and budgets
 - Taking on some of the manager's responsibilities and working more closely with management
 - Being involved in decision-making processes

Desirable Skills

- > Excellent organisational skills
- > Administration skills including typing and reporting using Office applications
- > To communicate effectively with people at all levels
- > Good oral and written communication skills with strong eye for detail
- > A positive and enthusiastic approach to delivering the role
- > Problem solving and logical thinking.
- > Able to work well within a team and individually
- > Self-motivated

Further Details

Salary: Dependant on experience
Reporting to: Sales Director
Department: OPS
Hours: Full-time, 40 hours per week, flexibility required

Contact

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