

Executive Assistant

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Company: Jobwise Ltd

Location: Manchester

Category: management

Are you looking for a new role that is fast paced and rewarding, working for one on Manchesters most prestigious organisations?

This role will be is an Operations Executive Assistant, working in a very similar role to that of a PA or EA for a head of department and senior leadership team.

This role will be initially a temporary position but could lead to permanent within a great organisation that offers hybrid working and fantastic career opportunities

What will you be doing as an Operations Executive Assistant?

Operations and Executive support to the head of the department

First point of contact for the head of and other senior managers

Diary management

Meeting organisation including delegate attendees, catering and minutes

Manging priorities and deadlines

Ensuring all approvals are received by the head of department and action appropriately

Admin support across the Microsoft packages

Managing internal admin processes in line with staff contracts and purchasing request

We would LOVE to hear from you if you have the following skills and experience:

Previous experience within a similar PA or EA or Senior Admin role

Experience of supporting a senior leader or executive

Previous experience managing diaries and working to deadlines

Excellent understanding of the MS office suit

What will you get in return for your work as a Support Reception Assistant?

Hourly pay rate of GBP14.53p/h

Mon-Friday (phone number removed)pm hybrid working up to 3 days a week from home and flexible hours to suit

Weekly pay

Immediate start

Long term permanent opportunities

If this sounds like a role you will LOVE, please send your CV to us today!

We aim to respond to all successful applications within 2 days. If you haven't been contacted within 2 days your application has been unsuccessful. Please check our Website and apply directly for any other suitable positions you see. We apologise that we are unable to contact everyone in person and thank you for your interest.

Are you on Facebook? Consider following our Facebook page as this is the first place where we post the most up to date vacancies, along with CV tips, interview techniques and so much more. Check us out on Facebook.

Jobwise Ltd is an employment agency and the details sent in your application may be stored on our secure database.

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