

Executive Assistant

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Company: Everpool Recruitment

Location: Rocester

Category: management

Executive Assistant / PA

up to £30,000 DOA

Full Time - Rocester (hybrid basis – 3 days office, 2 days from home)

Do you currently support managers or directors with travel, meetings or general tasks?

Are you highly organised and high attention to detail?

Do you have excellent communication and are highly accurate?

We have a vacancy for a full-time Executive Assistant working within a fast paced environment, responsible for providing impeccable PA support, working with people at senior levels of the business.

After successful completion of the training period, hybrid working is available; up to 2 days working from home, 3 days in the office (option to work 5 office days if preferred).

Key Duties:

Co-ordinating and arranging meetings for the executive team and Board of Directors.

Planning and coordinating VIP visits and events.

Correspondence and administration, managing the diary and daily email traffic for the Managing Director.

Companies House admin, web-filing and other Company Secretarial administration as required by the FD/Company Secretary and admin relating to the employee scheme.

Producing a wide range of documents and reports and managing high-level administrative tasks and communications.

Diary management for key meetings and events including board, executive meetings, and so on.

Travel arrangements and hotel bookings for the MD, FD and where relevant the executive team.

Minute-taking and transcription for regular executive meetings, pension scheme Trustee meetings and others, as required.

Assisting the Sales Director and Marketing Director with arrangements for staff conferences, and corporate events as required.

Working with discretion, in a confidential environment, working under pressure and to deadline.

Skills required:

MS office, Sharepoint, Teams, document production Minute taking & transcription

Fast, accurate word-processing skills

Excellent written English skills

Shorthand skills advantageous

Good communicator – acting as a gatekeeper for the Managing Director

Experience of working in a commercial environment - ideal sectors are financial services, and construction.

Excellent organisation, and time-management skills.

Self-motivated, team player, good customer service skills

Honesty, integrity, enthusiasm, hard working.

Team worker who is self-motivated.

Ability to work to deadlines and under pressure.

Accurate, good attention to detail, organised.

Capable of achieving competent standards in all processes within the Business Services function after training.

Pay & Benefits:

Competitive salary.

Pension Scheme (15% employer contribution)

Personal and home loan scheme.

Subsidised Private healthcare scheme.

Private dental scheme.

Subsidised gym on-site

25 days holiday plus Bank Holidays, 5 service days (eligibility criteria apply)

Free car parkingInterested?

Call Laura on (phone number removed) or email (url removed)

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