

Executive Assistant

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Company: Page Personnel

Location: Salford

Category: management

We are currently seeking an Executive Assistant to join our Not-for-Profit client based at their offices in Salford. We're looking for a conscientious and proactive individual to provide a full range of administration support to the Board of Directors to enable them to be more efficient and effective.

Client Details

Our client is an established entity in the Not-for-Profit and Charities sector with a workforce of over 500 dedicated employees. They are committed to making a significant impact on society through their work. Their Salford office is a hub of activity and a key part of their operations.

Description

Provide administrative support to the Board of Directors, including acting as first point of contact, diary management to help them plan ahead effectively and document preparation. Arrange Board and Committee meetings. This will include agenda preparation, quality checking of reports, attendance at meetings, ensuring matters are dealt with in accordance to our governing documents, monitoring of action points, and any follow-up business. Meeting/event coordination, travel, and accommodation. Produce all standard Board and committee documentation electronically, upload to Board

portal and be responsible for the dissemination of papers within agreed timetables.
Minute taking of Board and Committee meetings to a high and uniform standard which ensures all decisions are recorded accurately and in a way that shows Board Members are fulfilling statutory duties.

A successful Executive Assistant should have:

Proficiency in MS Office and administrative software.

Excellent communication and good interpersonal skills.

Critical thinker and able to bring new ideas to the table.

Experience of successfully managing Board and Committee administration

Excellent organisational and project management skills.

Exceptional communication and interpersonal skills.

A background in an Executive Assistant role.

Experience working in the Not-for-Profit / Public Sector.

A keen eye for detail and problem-solving skills.

up to £40,000 salary.

Hybrid working pattern.

25 days holiday plus bank holidays.

A supportive work environment focused on employee growth.

The opportunity to work in the vibrant city of Salford. Join our team and contribute to our meaningful work in the Not for Profit and Charities sector. Apply today for the role of Executive Assistant and take the next step in your career.

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