

Executive Assistant to the Director

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Company: Aspire Recruitment

Location: Didsbury

Category: management

Executive Assistant to the Director

Withington

£27,000 – 32,000

Full Time, Fixed Term until 31st March 2027

Job Description:

We are currently recruiting for a highly motivated office-based Executive Assistant/PA who will provide support day-to-day operational support to a Director within a large health research organisation.

You will be vital to day-to-day operations, ensuring the efficient day-to-day running of the Director's Office as well as supporting wider administrative operations. With varied duties, ranging from managing the Director's dynamic diary and inbox; arranging meetings and travel to assisting with arranging visits. You will be the go-to person who keeps things on track with excellent attention to detail and a proactive mindset making you an invaluable asset.

You will have the ability to remain calm in a busy office with rapid demands and become an ambassador to maintain and enhance the international reputation for the organisation. You will be educated to degree level (or equivalent) and have previous experience in a similar role. You will have excellent time-management skills, outstanding communication skills and be able to problem solve complex and competing tasks.

If this sounds like the perfect role for you then please submit your CV.

This vacancy is being handled by Aspire Recruitment. Please be aware we receive a high volume of applications and regularly receive applications from candidates who exceed the job credentials. We will only contact you within the next 14 days if you are selected for interview. Should you apply for this role, we will process your data as detailed in our and by applying for this opportunity I agree that Aspire Recruitment will keep me informed about potential employment opportunities regularly and that I can choose to opt out of receiving information at any time.

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