

## Executive PA

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Company: The Recruitment Link Ltd

Location: Rocester

Category: other-general

Our client is a highly prestigious specialist finance company with a very strong portfolio, based in exceptional offices in a beautiful location in Staffordshire.

They are currently seeking an Executive PA, supporting the MD, FD and executive group.

Hybrid working is on offer with 3 days in the office and 2 days from home.

### Main Responsibilities

- \* 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
- \* 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
- \* Travel arrangements and hotel bookings
- \* Minute-taking and transcription for regular executive meetings
- \* 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 deadlines.

#### Key Requirements

- \* Excellent knowledge of MS office, Sharepoint, Teams, document production
- \* Minute taking & transcription with 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
- \* Excellent organisation and time-management skills, self-motivated, team player, good customer service skills.

#### Main Benefits:

- \* Competitive salary

- \* 5 days Monday-Friday, 37.50 hours per week
- \* 25 days holiday plus Bank Holidays, up to 5 service days after eligibility.
- \* Pension Scheme (15% employer contribution)
- \* Discretionary bonus scheme (up to 15%)
- \* Private healthcare & Employee Assistance Programme
- \* Death in Service 4 x salary benefits
- \* Generous sick pay and permanent health insurance schemes after eligibility
- \* Enhanced maternity pay after eligibility.
- \* Long Service cash awards from 3 years.
- \* Free car parking.

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