

Executive PA

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Company: Everpool Recruitment

Location: Uttoxeter

Category: management

Job Title: Executive PA Location: Rocester, Staffordshire, UK (Hybrid Working)

Salary: £28,000-£30,000

We are thrilled to present an exciting opportunity for an experienced and self-motivated Executive PA. This role is to support the finance director for a Finance provider located in Rocester, Staffordshire. Our successful applicant will report to the Finance Director, with primary responsibilities to the Managing Director, FD, and the executive group. Hybrid working arrangements (3 days office/2 days home) are available for this role.

Key Responsibilities:

Coordinating and arranging meetings for the executive team and Board of directors.

Planning and coordinating VIP visits and events.

Managing the diary and daily email traffic for the Managing Director.

Handling 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 and executive meetings.

Making travel arrangements and hotel bookings for the MD, FD, and executive team.

Minute-taking and transcription for regular executive meetings and other meetings as required.

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

Working with discretion in a confidential environment, under pressure, and to deadlines. Skills Required:

Proficiency in MS Office, Sharepoint, Teams, and document production.

Experience in minute-taking and transcription.

Fast, accurate word-processing skills.

Excellent written English skills.

Shorthand skills advantageous.

Strong communication skills, acting as a gatekeeper for the Managing Director. Pay &

Benefits:

£28,000 - £30,000 per annum

Full-time position (Monday to Friday, 37.50 hours per week).

25 days holiday plus Bank Holidays, with up to 5 service days after eligibility.

Pension Scheme (15% employer contribution).

Discretionary bonus scheme (up to 15%).

Personal and home loan schemes.

Private healthcare & Employee Assistance Programme.

Private dental scheme.

Subsidised gym on-site at HQ.

NatWest Share schemes and Awards.

Employee discounts via My Staff Shop.

Charity day/volunteering opportunities.

Death in Service benefits (4 x salary).

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. If you have experience working in a commercial environment, particularly in financial services or construction, excellent organisation and time-management skills, and are a self-motivated team player with good customer service skills, we encourage you to apply for this role. Join us in a supportive and dynamic environment where your contributions are

valued and rewarded.

Note: Interested candidates should apply with their updated CV. Only shortlisted applicants will be contacted for further discussion.

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