

Executive PA

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Company: Uniting People

Location: Uttoxeter

Category: management

Hybrid working 3 days in the office (after training period)

Up to £30,000 per annum

Monday-Friday 37.5 hours per week

25 days holidays + BH

Our client is a leading Financial Services Business based in Uttoxeter who provide their service all over the world. They have a full-time Executive PA vacancy who will report to the Finance Director with primary responsibilities to the Managing Director, FD, and the executive group.

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 home loan 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 deadlines.

Requirements:

- * MS office, Sharepoint, Teams, document production
- * Minute taking and 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

* Project management skills advantageous (not essential)

* Self-motivated, team player, good customer service skills

Benefits:

* Elevated Employer Pension

* Discretionary Bonus Scheme

* Sharesave Scheme

* Home Loan Scheme

* Private Healthcare

* Dental Scheme

* Subsidised Gym

* Free Parking

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