

## Executive Team PA

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Company: Katie Bard

Location: Nuneaton

Category: management

A reputable, fast paced and well recognised organisation is seeking a dynamic and flexible Team PA to support the wider team including their Commercial Director and Marketing Director and their wider team. You will need to be a hard-working, hands-on individual who takes ownership of their workload. Based between their London and Nuneaton offices you must be flexible to travel and be happy to adapt where needed. Candidates will have a proven track record of providing first class PA support to several senior individuals and have great organisational skills.

This varied role will primarily involve:

Providing PA support to 5 individuals

Arranging complex travel and accommodation

Managing several inboxes

Preparation prior to meetings such as creation of documents, presentations and assistance with events

Travel arrangements including international coordination

Project Management tasks

Event Management tasks including large scale conferences

Ad hoc duties when required

This is a demanding, all-round position and would suit a dedicated and proactive individual who is able to throw themselves into any given task. You must have solid PA experience and be happy to travel between Nuneaton (2 days a week) and London (1 day a week) with the option to work from home (2 days a week). All travel costs are covered.

The following skills and attributes would be preferable:

Prior PA experience supporting a wider team

Good working knowledge of MS Office, especially PowerPoint and Excel

Ability to prioritise workload

Flexible approach to work

If you can work well under-pressure, work effectively within a team and complete tasks to tight deadlines, please apply online or contact Matt at Katie Bard on 0121\_633\_4443. If you are already registered with Katie Bard, please contact your consultant directly.

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