

Personal Assistant for Exciting, Expanding Business

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Company: Progressis

Location: United Kingdom

Category: other-general

Full-Time, Permanent Position in Birmingham City Centre. An expanding, successful business is looking for a highly professional Personal Assistant to join their team, supporting the Director and the Director of Project Management. This shall involve typical PA responsibilities such as diary management. However, there will also be project management responsibilities that will require an individual with a proven history of excellent organisational and management skills.**The primary duties and responsibilities of this shall include:** acting as right hand to the MD and Director of Project Management, supporting both to lead the business, paying focus to the day-to-day management and routines. Organise communications, both internally and externally to ensure a high level of consistency. Manage development review meetings. Attend meetings to ensure they are progressed in a timely and suitable manner. Administrative tasks such as: Diary Management, scheduling of internal and external meetings, travel arrangements and expense management. Document preparation, such as: letters, agendas, board reports, meeting papers, and checklists to deadlines. Inbox management. Managing expenses and maintaining a database of budgets and cost trackers. Typing, photocopying, scanning, binding filing and other administrative tasks.**The successful candidate will need to poses the following skills and attributes:** A proactive and self-motivated approach to work. Excellent IT skills, including the use of Microsoft Office, such as: Word, PowerPoint & Excel. Work well within a team. A highly professional approach to work. Excellent organisational skills. Previous experience in a similar or same role/ environment. Previous experience in a managerial position. Katie Bard is acting as an employment agency for this job listing. If this sounds like you, please apply online today! If

you have any queries about the role contact Richard on 0121 633 4443. Please contact your consultant directly if you are already registered with Katie Bard. Katie Bard is an Equal Opportunities Employer. Katie Bard will be managing your application in accordance with the GDPR and Data Protection Act 2018. Please refer to our privacy notice which will explain how we as an organisation will manage your data on our website. If your application is successful, we will contact you and manage your personal data in accordance with the guidelines of GDPR. If your application has been unsuccessful, we will delete your application within 6 weeks and all record of your data.

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