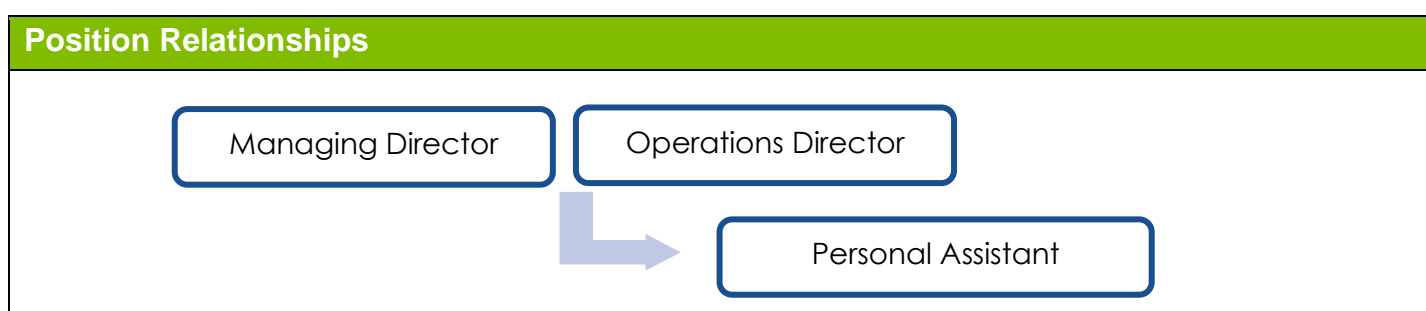


Job Description

Position Description	
Job Title	Personal Assistant
Department	Admin
Reporting to:	Managing Director
Location	Banbridge
Hours	38
Scope of Role	<p>The successful applicant will work closely with the managing director and operations director to ensure that the needs of the managing director are met in respect of administration. This will involve diary management, production of documents and information and minute taking at meetings.</p> <p>It will be essential that the person is a team player with a strong work ethic. The ability to effectively communicate and manage a busy workload with deadlines will also be key.</p> <p>This is an excellent opportunity to join an exciting and growing business.</p>



Key Responsibilities
<ul style="list-style-type: none"> • Providing administrative support to the Managing Director and Operations Director. • Managing day to day administration activities for the Managing Director and Operations Director. • Managing the managing director's diary. • Typing confidential correspondence. • Organising and arranging meetings. • Collating and distributing agendas. • Attending meetings and minute taking - it is essential for the successful candidate to have strong minute taking skills • Daily use of Microsoft Office.

- Answering phones and emails.
- Ad hoc duties as requested

Person Specification

Qualification

Essential

- 5 GCSE's or equivalent to include English and Maths
- Secretary Diploma

Experience & Knowledge

Essential

- Minimum of 2 years of proven experience in a similar role
- Strong and demonstrable administration skills
- Experience in managing a diary in a fast-paced environment
- Highly IT literate and proficient in the use of MS office including Outlook, Word and Excel
- Excellent typing and word processing skills

Abilities & Skills

- Strong time management and excellent organisation skills are essential, underpinned by an attention to detail
- A high level of confidentiality
- Excellent interpersonal and customer facing skills
- Strong communication skills, written and verbal
- Able to work to own initiative
- Flexibility and willingness to learn
- Tact and diplomacy
- Ability to work as part of a team
- Commitment to ongoing development
- Adaptable and quick thinking