

Job description

Name:

Job title: Personal Assistant to Managing Director

Reporting to: Executive Assistant to Managing Director

Location: 60 High Street, Wellington, TA21 8RD



Overview

As a Personal Assistant (PA) you will work closely with the Managing Director to provide general administrative support, usually on a one-to-one basis. You will help the Managing Director to make the best use of their time by dealing with organisational and administrative tasks in an efficient manner.

You will need to gain extensive knowledge of the company and you will need to know who key personnel are (both external and internal) and understand and assist in achieving the company's key aims and objectives.

The Managing Director will rely on you to handle tasks efficiently in their absence.

Discretion and confidentiality are essential attributes of this role.

Responsibilities

As a PA, you will often act as the Managing Director's first point of contact with people from both inside and outside the company. Tasks are likely to include:

- Arranging travel / accommodation and, occasionally, local travelling with the Managing Director to take notes or dictation at meetings or to provide general assistance during presentations.
- Documentation of file notes following client or company contact.
- Creating and maintaining suitable admin systems and processes, including data management and filing, for all aspects of the Managing Directors role.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Meeting and greeting visitors on behalf of the Managing Director.
- Organising and maintaining diaries and making appointments.
- Dealing with incoming email and post, often corresponding on behalf of the Managing Director.
- Carrying out background research and presenting findings to the Managing Director.
- Producing documents, briefing papers, reports and presentations for internal consumption.
- Organising meetings and ensuring the Managing Director is well prepared for meetings;
- Liaising with clients, suppliers and other staff. Ensure that significant risk issues are referred to the Managing Director where appropriate.
- Make a constructive contribution to the continuing development of the role and Chetwood Wealth Management.

Knowledge, Skills, Experience

- Demonstrate excellent IT skills and ability to learn new ones
- Analytical in solving tasks with a keen attention for detail
- Possess excellent organisational and time management skills with an ability to work under pressure and prioritise

Attitude & behaviour

- Desire to complete tasks to the highest standards and in a timely fashion, taking ownership and accountability for own actions
- A positive and proactive approach to work and a desire to help and support the wider team.

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- Calm and considered outlook in approach to problem solving
- Ability to deal with confidential information in a professional and discrete manner