

Job Summary:

The main role of an Executive Personal Assistant (PA) is to provide support and guidance to senior executives. Other duties will include diary management, email management, attending meetings including taking minutes, necessary logistics and to prioritise and evaluate contact from staff and third parties.

Main areas of Responsibility as PA/Office Assistant

- Organising the executives diary's and calendars
- Filtering & replying to emails
- Drafting emails and letters
- Act as the point of contact among executives, management, employees, clients and other external parties.
- To liaise with management and staff on behalf of the executives
- To support management and staff with their requirements from the executives
- Organise appointments scheduling
- Developing reports and presentations as required by the executives
- Preparing papers & reports for meetings
- Taking dictation
- Attending meetings on behalf of the executives
- Attending events & occasions on behalf of the executives
- delegating work in the executive's absence
- Rack daily expenses and prepare monthly expenditure reports
- Manage information flow in a timely and accurate manner
- Make travel and accommodation arrangements
- To access request and make a decision in the absence of the executives
- To ensure the executives are catered for with subsistence and refreshments
- To ensure all guests to the executives are catered for with subsistence and refreshments
- Maintain and update database and executive records
- To carry out any task given by the executives

Other Requirements

One of the most important requirements of the PA skill-set is IT literacy. At the very least, you should have advanced-level skills in Word for Windows and Microsoft PowerPoint. And at least an intermediate-level knowledge of Microsoft Excel. You must manage and source resources and conduct research and be well informed about many things. You also need to keep up-to-date with the latest apps and gadgets, and with professional best practice.

Contract length: 24 months

Salary: £20,000/annum

Address: Premier Business Centre 47-49 Park Royal Road London, NW10 7LQ

Working from home and Covid-19 precautions in line with government guidelines.

Deadline: 30th June 2021

Apply by emailing your CV & covering letter to cristina@mamayouthproject.org.uk