

## **JOB DESCRIPTION**

**POSITION:** PA

**LOCATION:** Presteigne Charter Ltd, Crawley

**REPORTING TO:** CEO

Presteigne Charter Ltd, a leading Broadcast equipment rental specialist, are looking for an enthusiastic, proactive and friendly person to support the CEO.

### **Key task:**

Providing secretarial and administration support to the CEO and the Management team to ensure the smooth running of the office on a day to day basis.

### **Responsibilities:**

- Diary Management for the CEO.
- Taking dictation to respond to the CEO's emails, and typing any other correspondence.
- Travel arrangements – flights, hotels, itineraries, ordering relevant currency and booking connecting cars etc.
- Arranging Senior Management meetings, inviting attendees, being present to take minutes and issue these in a timely manner.
- General typing including agendas, reports, minutes etc.
- Helping in the preparation of tender documents.
- Responsible for all personnel for the Presteigne Charter Group, including assisting in recruitment, compiling contract letters, writing salary review letters, dealing with any ad hoc personnel issues as they arise and liaising with the Group Legal Secretary on employment law issues. Also ensuring all staff are on the Healthcare and Pension schemes, arranging pension meetings and distributing eye care vouchers.
- Ordering general supplies for the office including stationery, tea, coffee etc.
- Arranging lunch, teas/ coffees etc for meetings.
- Greeting visitors.
- Maintaining filing system.
- Dealing with telephone enquiries.
- Organising staff events, such as the Christmas party.

### **Requirements:**

- Must have several years experience of working for a Senior Manager or Director.
- An excellent standard of English is essential, and having qualifications to support this is imperative.
- Must be computer literate – Word, Excel and Outlook are minimum requirements.
- Excellent telephone manner.
- Willingness to “go the extra mile” when necessary – this can be a very busy environment and our office is not 9-5.
- “Can Do” attitude
- Team player
- Most importantly, we are looking for the right personality to join our team. We need someone who has a good sense of humour, will get to know everyone and is personable, is interested in finding out more about our business and who will build a good relationship with the CEO, offering him a high level of support.