



Personal Assistant (PA) required

As a personal assistant (PA) you will work closely with senior managerial or directorial staff to provide administrative support, usually on a one-to-one basis. You will shadow mainly our CEO and help him to make the best use of their time by dealing with secretarial and administrative tasks.

The position will need to take care and assist our CEO and senior management on the management of his agenda and his daily bussiness or personal tasks.

You will need a good standard of general education, including GCSEs in English and maths. A recognised qualification in office skills or administration, or a business-related foundation degree.

You will need to be flexible in scheduling office times and be available for visiting our Partners offices in Benelux, when required, as well as accompany our manager to sit with clients with are mainly in Benelux, France and Monaco.

Travelling to the US may also be necessary on your performance of the task.

Skills required:

- excellent organisational and time management skills
- good written and spoken communication skills
- accuracy and attention to detail
- a calm and professional manner
- excellent computer and administration skills
- a flexible and adaptable approach to work
- the ability to use your own initiative
- act and discretion, for dealing with confidential information
- be fluent in English and French and Dutch will be mostly appreciated.

What you'll do:

- screening telephone calls and handling enquiries
- organising your manager's diary and making appointments
- dealing with letters and emails
- arranging meetings
- organising and maintaining office systems
- making notes at meetings





- making travel arrangements
- Looking after visitors
- standing in for the manager in their absence
- acting as office manager and supervising other administrative staff
- dealing with accounts and budgets
- taking on project work, like research or producing reports and presentations.

Salary

Starter: £18,000 to £25,000

Experienced: £25,000 to £40,000

Highly Experienced: £40,000 to £50,000

These figures are a guide.

Working hours, patterns and environment

You'll usually work 37 to 40 hours a week Monday to Friday, possibly with extra hours to meet deadlines.

You'll work from home or be based in an office, but may travel to go to meetings and other events.

Career path and progression

With experience, you could take on more responsibility by moving to a larger company or working for a more senior manager.

Promotion to management may also be possible.

