

1. JOB INFORMATION

JOB TITLE: PA to Company Director

DEPARTMENT: Human Resources

REPORTS TO: Company Director

LOCATION: Antrim

2. JOB PURPOSE

- We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to the Company Director's working life and communication.

3. DUTIES/ RESPONSIBILITIES

- Act as the point of contact between the manager and internal/external clients
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Manage diary and schedule meetings and appointments
- Make travel arrangements
- Take dictation and minutes
- Source office supplies
- Produce reports, presentations and briefs
- Devise and maintain office filing system

Other Duties

- Maintain systems and online and paper records relating to your function
- Where applicable, provide a day to day interface with Management team, ensuring a positive relationship at all times.
- To be discrete at all times, respecting the confidential nature of the PA role.
- To understand report and identify trends in KPI's
- To carry out project work in line with the business needs.
- Provide cover for respective Administration Functions as required
- Be willing to rotate functions at an agreed duration

4. OTHER RESPONSIBILITIES

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within the Camden Group, are expected to be familiar with and adhere to.

- Comply at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.
- Promote and comply with Camden Group policies on diversity and equality both in the delivery of services and treatment of others.
- Ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act 1998 and its amendments.
- Comply with Camden Group protocols on the appropriate use of telephone, email and internet facilities.
- Comply with the principles of risk management in relation to individual and corporate responsibilities.
- Comply with Camden Group policies and procedures as compiled on the organisation's intranet.

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes will only be made following a discussion with the post holder.

5. PERSONNEL SPECIFICATION

- Proven 2 YEARS work experience as a personal assistant to a Director
- Knowledge of office management systems and procedures
- MS Office and English proficiency
- Outstanding organisational and time management skills
- Up-to-date with latest office gadgets and applications
- Ability to multitask and prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality
- PA diploma or certification would be considered an advantage
- Desirable not essential an Administration Degree

Note:

This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Camden Group reserves the right to vary duties and add duties as they see necessary.