



Job Description

Job Title:	PA to Chief Executive		
Grade:	CV One Band 3 - Senior Customer Service		
Section:	Human Resources	Responsible to:	HR Manager
Location:	8 Hay Lane		

MAIN PURPOSE OF THE JOB

To provide a professional and efficient PA/secretarial service to the Chief Executive and departmental support to the Human Resources function.

KEY TASKS AND RESPONSIBILITIES

1. Intercept, manage and where appropriate redirect routine enquiries and communications to the Chief Executive which are more appropriately dealt with elsewhere within the organisation.
2. Meet and greet the Chief Executive's visitors at all levels of seniority.
3. Manage the Chief Executive's diary, anticipating information and resource requirements for forthcoming meetings, scheduling appropriate preparation time and maintaining an effective and timely bring forward system to ensure that the Chief Executive is effectively briefed and well prepared.
4. Undertake background research as required to ensure that the Chief Executive is properly briefed on key issues and contacts.
5. Support the Chief Executive in the preparation and delivery of external presentations, anticipating and providing all resource and equipment requirements and where required assisting in the production of powerpoint or other presentation media.
6. Co-ordinate Management workshops, regular Executive Management Team [EMT] meetings and awaydays and Quarterly Employee Briefing Sessions [maintaining a register of attendees for the latter and ensuring distribution of Employee Briefing notes to all employees].
7. Co-ordinate and take minutes of other cross company and external meetings as required.
8. Devise, maintain and continuously improve office and administrative systems including filing, data management etc.
9. Provide word processing, dictation, minute taking, and general administrative support to the Chief Executive as required.
10. Monitor and collate EMT holiday records and sickness absence reporting and self certification notifications.
11. Manage Petty Cash service within Human Resources, updating records and arranging replenishment as necessary.
12. Source best value and order stationery items and corporate print requirements across all locations

13. Monitor and replenish hospitality items for all company locations, and produce purchase order authorisation for external buffets and meeting room hire.
14. Undertake additional administration support duties across the Department as required.
15. Monitor and ensure consistent absence cover across the Human Resource function.

Name _____

Signed _____ Date _____