



EXECUTIVE SECRETARY AND OFFICE MANAGER

BACKGROUND

'PEOPLE FIRST' is a full-service human resources, organisational and business consulting company. The company's expertise is in identifying and addressing human resources issues and challenges efficiently and profitably. It specializes in a wide range of outsourced Human Resource services to clients who either cannot staff a full Human Resources department, or want to enhance their in-house HR department's services.

The Company customizes its services to fit each client's company culture, needs, expectations and goals.

JOB SPECIFICATION

To provide secretarial and support services to the Chief Executive and other members of the senior leadership team, including correspondence, diary management and travel arrangements. Prepare reports and presentations for the Chief Executive and other members of the senior leadership team as appropriate.

Act as Office Manager to maintain the efficient running of the Company's Head Office and manage the office supplies budget. With the Premises Manager, take responsibility for the provision of secure access to the building and the administration requirements of the company, including (liaising with the Head of IT as appropriate) maintenance and servicing of printers, copiers, furniture and other equipment.

To support the Chief Executive in providing an effective HR support service, including acting as staff training officer. Maintain an efficient, effective filing system and ensure that confidential records are stored securely.

Manage the Executive Assistant.



KEY JOB REQUIREMENTS

- Collate an annual calendar of meetings of the Board and its Committees, prepare and distribute agendas and relevant papers and provide secretarial and minute taking services as required.
- Ensure that the Board receives accurate and timely information on all relevant matters as advised by the Chief Executive.
- Assist and support the UK senior leadership team in the planning and co-ordination of special events.
- Administer the recruitment process to include, placing job advertisements, arranging interviews coordinating with employment agencies, preparing letters and contracts of employment and organizing new staff induction.
- Ensure all staff have employee handbooks and maintain staff records for all employees.
- Identify individual staff needs and provide support and encouragement.
- Support the leadership team in the staff appraisal process, monitor and record training recommendations arising.
- Source and co-ordinate appropriate training courses as identified in staff appraisals and record training effectiveness.
- Take responsibility for the reception area and for ensuring that in-coming telephone calls are answered promptly and courteously.
- Provide and/or oversee general secretarial duties as required, to include distributing internal post, meeting room management and external postal systems.
- Arrange national and international meetings including room bookings, catering, conference facilities, technical equipment, collating and distributing meeting materials.
- Organise travel arrangements for trustees and staff, including hotel reservations, maps and visas.

SKILLS AND ABILITIES

- Proven organisational and administrative skills, including excellent attention to detail and experience of working with financial data
- Demonstrate excellent interpersonal skills by clearly and accurately conveying information to a diverse range of people in an appropriate and confident manner.
- Self-motivated and able to work under pressure and prioritize effectively, delivering to deadlines
- Good team player prepared to contribute to the overall success of the organization
- Flexible in a multi-task environment and 'can do' attitude

TERMS AND CONDITIONS

- The contract is for full-time permanent employment. The salary is £35,000 pa.
- The hours worked are an average of 42 hours per week but there will be occasional longer or irregular hours and some evening work is an integral part of the job.
- The annual leave entitlement is 25 days plus statutory bank and public holidays.