



JOB DESCRIPTION

Job Title: PA to the Commercial Director & Commercial Team Secretary

Reporting to: Departmental Director

Direct Reports: N/A

Job Family: Commercial

Job Purpose: To provide proactive, efficient and effective support to the Director and their team in fulfilling their responsibilities, contributing to the overall success of the business.

Key Responsibilities:

- Organise and maintain diaries, arrange meeting rooms and book resources and rooms for the Director & commercial team
- Arrange regular meetings for staff and external consultants
- Work closely with the Director and Senior Managers to provide administrative support
- Enable the Director to make the best use of their time by dealing proactively with email and administrative tasks
- Efficiently dealing with incoming email and post and corresponding on behalf of the Director
- Manage workloads effectively in the Director's absence
- Devise and maintain systems, including data management and filing to support the efficient running of the department
- Screen phone calls, enquiries and requests and handle these appropriately
- Liaise with the finance function to ensure invoices and departmental team expenses are paid in a timely fashion
- Raise purchase orders & assist with contractor payments
- Assist with the production, storage and distribution of information according to departmental function
- Produce documents, briefing papers, reports and presentations, including commercial reports using Microsoft Excel
- Provide documents and support for meetings
- Liaise with clients, suppliers and staff
- Organise travel, visas and accommodation
- Meet and greet visitors
- Ad-hoc personal errands and support for the Director

Skills and Knowledge:

- Loyal and discretion
- Adaptable
- Proactive
- Excellent typing skills
- Efficient and organised
- Ability to prioritise
- An excellent administrator
- A well-presented team player
- Self-motivated
- Microsoft windows suite to an advanced level