

I am seeking a Personal Assistant/Administrator to provide support across multiple businesses. You will provide support in a variety of tasks which will have a large administrative focus.

You will need to be highly organised and be able to prioritise your work, together with a willingness to be flexible to meet the needs of the service and the confidence to deal with competing demands. Good administrative skills, diary management, ability to produce reports, good communication skills (verbal and written) and a very good knowledge of computer systems and Microsoft office are required for this role.

Knowledge of social media is desirable although not an essential part of this role as training will be provided.

This role is guaranteed a minimum of 10 hours per week, estimated at an average of 15 hours per week. Working hours will vary each week but will be between 9.30am and 2.30pm. There may be occasional tasks or hours that will require evening work, but this can be done remotely. This role is for an immediate start and there is flexibility around this being a year-round programme or reduced hours in the school holidays if required.

Remuneration: £11 per hour.

Desired Skills

- Flexibility in being able to adapt to working across multiple businesses and their needs.
- Minute taking and diary management.
- Experience of preparation of reports and taking of meeting notes.
- Experience in drafting correspondence for approval
- Experience of organising travel and accommodation requirements
- Experience with using social media.
- Competent with a variety of computer programmes including Microsoft office.
- To have good written and verbal communication skills including the ability to summarise information in a concise and effective manner - a high standard of accuracy and English language/grammar in all written communications.

Job Overview

- Organising meetings and appointments.
- Producing reports.
- Purchasing of items and office inventory management.
- Preparing and issuing agenda's, minuting meetings, chasing action points.
- Organising travel and events.
- Complete and dispatch correspondence, compile and prepare reports, collate data, produce spreadsheets and presentations.
- Manage databases and filing systems.

- Maintain, refine, and develop administrative procedures/ systems.
- Liaise with other staff across the businesses.
- Provide support for the director to enable the smooth running of the businesses.

If you believe you have the qualities listed above and would like to be considered for this role please submit a copy of your CV today. Applicants with no previous educational establishment experience are encouraged to apply.

Please email your CV and covering letter to seb@tscoaching.co.uk