

# THE PICKAQUOY CENTRE

## POST OF MANAGEMENT PERSONAL ASSISTANT

### JOB DESCRIPTION

<b>SALARY:</b>	£20,256.60
<b>NO. OF HOURS:</b>	35
<b>DATE PREPARED:</b>	April 2022
<b>RESPONSIBLE TO:</b>	Human Resources Manager
<b>RESPONSIBLE FOR:</b>	N/A

**PRINCIPAL FUNCTIONS: OVERVIEW**

Your role will act as an ambassador for The Pickaquoy Centre Trust and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

To provide administrative support to the Managing Director, Senior Management Team and other Departmental leads, observing specified deadlines. You will be an effective communicator with the ability to multi task and prioritise tasks whilst ensuring that all functions associated with the post are fulfilled to the highest standard.

**MAIN DUTIES:**

1. To provide direct administrative support to the centre's management team using Microsoft applications.
2. To provide typing support to all departments.
3. To assist in the co-ordination of the Senior Management team's diaries.
4. To ensure that all correspondence is delegated and actioned by others in any managers absence.
5. To collate any documentation required for meetings and distribute to the relevant parties.
6. To accurately record minutes of meetings, both internal and external, maintaining a high degree of confidentiality and ensuring they are distributed in a timely manner.
7. To assist in the preparation of reports and presentations.
8. To maintain confidential records and comply with all data protection requirements.
9. To assist in attendance, absence and sickness monitoring, providing analysis for departmental leads.
10. To assist in maintaining various filing systems, including confidential filing.

11. To arrange travel and accommodation for all employee's as and when required.
12. To provide effective responses to telephone and e-mail enquiries.
13. To order equipment/goods as requested and ensure completion of purchase orders relevant to such requests.
14. To assist staff in the use of office equipment along with specialised software packages.
15. To ensure that all duties are carried out with due regard for The Pickaquoy Centre Trust's Equal Opportunities Policy along with any other associated policies and practices.
16. To undertake any other duties as the Management Team may require.
17. The postholder may be required to work at other sites operated by The Pickaquoy Centre Trust.

## PERSON SPECIFICATION

### Management Personal Assistant

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications –</b> <ul style="list-style-type: none"> <li>• To hold a recognised administration qualification e.g SVQ Level 3 or equivalent, or demonstrate prior relevant experience in an office environment</li> </ul>	✓	
<b>Relevant work / other experience –</b> <ul style="list-style-type: none"> <li>• To have an interest in Human Resources functions</li> <li>• To have the ability to learn new systems</li> </ul>	✓	✓
<b>Skills and Abilities –</b> <ul style="list-style-type: none"> <li>• To be self-motivated and able to work to strict deadlines and under pressure.</li> <li>• To possess excellent organisational and communication skills with the ability to prioritise tasks</li> <li>• To be conscientious and treat all information pertaining to the Trust, it's employees and users in a confidential manner</li> <li>• To produce work to a high degree of accuracy.</li> </ul>	✓  ✓  ✓  ✓	
<b>Personal Qualities –</b> <ul style="list-style-type: none"> <li>• To have first class organisational and communication skills with the ability to converse on all levels</li> <li>• To be meticulous in your own personal presentation and adopt the Centre's dress code</li> </ul>	✓  ✓	