



# Senior Executive Assistant

## Job pack

### Want to chat about this role?

If you want to chat about the role further, you can contact

[jobs@arunchichestercab.org.uk](mailto:jobs@arunchichestercab.org.uk)

## Our values

**We're inventive.** We're not afraid of trying new things and learn by getting things wrong. We question every idea to make it better and we change when things aren't working.

**We're generous.** We work together, sharing knowledge and experience to solve problems. We tell it like it is and respect everyone.

**We're responsible.** We do what we say we'll do and keep our promises. We remember that we work for a charity and use our resources effectively.



## The purpose of the role

We are looking for a responsible Senior Executive Assistant to support our senior managers in a timely and professional manner while leading our team of administrators. You will provide high-quality administrative and clerical

assistance to top-level executives and support and direction to the team of administrators.

The Senior Executive Assistant's main duties include scheduling meetings, making travel arrangements, organizing daily calendars and chairing the administrator's daily morning meetings. To be successful in this role, you should be proactive, meet deadlines and communicate effectively. Our ideal candidate should be familiar with office management technologies and the work of Citizens Advice.

Ultimately, you should be able to identify and address the needs of senior managers and perform administrative tasks to ensure our company's workflow runs smoothly while leading our team of administrators.

## **Role profile**

### **RESPONSIBILITIES**

- Providing a comprehensive support service to the Senior Management Team, including diary and event management, meeting and minuting support and organising travel
- Ensuring the effective and proactive management of mailboxes and complex and challenging diaries.
- Support and lead our team of administrators and facilitate effective communication between the team of administrators and other teams.
- Supporting with producing documents, presentations, and briefings about the senior team's work.
- Proactively preparing and collating high-quality meeting-related papers to ensure the effective sequencing of meetings
- Providing high-quality support including taking clear and concise minutes and ensuring that any action points are followed up in a timely manner
- Planning and arranging events, and organising high-profile visits by senior external stakeholders, working with a range of departments
- Suggest more efficient ways to run the business administration



# Person specification

## SKILLS, KNOWLEDGE AND EXPERTISE REQUIRED:

1. Outstanding organisational and administrative skills
2. The ability to complete tasks based on only broad direction and with minimum supervision
3. Excellent interpersonal skills and the ability to inspire confidence and command authority with a range of colleagues and high-profile external contacts
4. Outstanding written communication skills, including the ability to write on behalf of the senior team for different audiences and to required deadlines
5. Solid experience with office management systems, e.g. MS Office, online calendars and cloud systems
6. Experience exercising discretion and confidentiality with sensitive information

## What we give our staff

- Workplace pension available
- Employee Assistance Programme
- Commitment to continued professional development
- Supportive and flexible employer
- An opportunity to work within a team that is friendly, forward thinking and passionate about helping our community