



Senior Executives Assistant

Hours: 37 hours a week

Contract type: Permanent

Location: Hybrid (mainly remote)

Salary: Probationary rate £27,648 pa increasing to £29,783 after successful probation period

Closing date: Monday 6th May 2024

Interview date: TBC

Job description: 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.

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

For general enquiries about the role, please email jobs@arunchichestercab.org.uk or visit <https://arunchichestercab.org.uk/news/paid-vacancies/> to download the job pack containing the full job description and an application pack.