

JOB DESCRIPTION

PA and Company Administrator

This post reports directly to the Managing Director and Marketing Operations Director, supports the Board of Directors and Pension Chairman and Trustees.

Duties and Responsibilities

- PA to Managing Director including diary management and coordination of meetings, telephone call filtering, filing, typing of correspondence, dealing with internal/external post, record keeping, meet and greet guests.
- Secretarial and administration support to the Chairman of the Pension Fund.
- Organisation of Staff Travel to include accommodation and flight bookings and any other travel requirements.
- Health & Safety management ensuring compliance with legislation and ensuring risk assessments are conducted in a timely fashion.
- Quality Assurance Management ensuring compliance to ISO9000:2001 and ensuring internal audits are conducted in a timely fashion.
- Ensure HR administration functions (e.g. HR database, production of recruitment offers, acceptances, induction, sickness and holiday absence recording) are delivered to the appropriate standard.
- Accountable for providing guidance and practical expertise to line managers to ensure the best performance of both their team as a whole, and the individuals within it, highlighting issues with a strategic, legal and employee relations impact to the Managing Director.
- Support the Managing Director in the collation and analysis of HR information, including the monitoring of HR activating against key performance indicators, to ensure that HR is clearly adding value to the business.
- Actively contribute to the development and implementation of HR initiatives aimed at improving people management and business performance.

Qualifications/Skills

- Experience of working at Board Level would be desirable. You will be a skilled communicator and will have the ability to build strong relationships.
- Good secretarial skills essential. Strong written and oral presentation skills required.
- Those candidates that are CIPD qualified are preferred, however those with relevant HR work experience that lack the full qualifications but have the right personality and work ethic will still be considered.
- Awareness of data protection requirements specific to HR systems and processes.
- General knowledge of Employment Law is desirable, although we do retain the services of an Employment Law Advisor.
- Experience of Microsoft Office applications.
- Experience of providing analytical reporting.
- Experience of leading or influencing change management.
- Able to understand business strategy and the positive impact HR can have on this.
- Ability to solve problems working on own initiative.
- Prioritisation of own workload, demonstrating organisational skills in order to meet deadlines.
- Dealing with problems and designing robust solutions.
- Experience or knowledge of Flexible Benefits would be an advantage.
- Experience of H&S management is desirable.
- Experience of conducting Risk Assessments is desirable.
- Experience of Quality Assurance management is desirable.

Special Requirements

- Requirement to work additional hours from time to time in order to fulfill job requirements
- Meticulous attention to detail
- Enhance the effectiveness of the Executive Directors
- Keep up to date with legislation – keep Company legal!

Benefits Package

- Competitive Salary
- 23 Holidays per calendar year, increasing to 28 after 5 years service
- BUPA
- Contributory Pension Scheme