

Job Title: Personal Assistant  
Department: Group Services  
Based: Hartlebury  
Reporting to: Executive Assistant

## **PURPOSE**

To support the members of the Board and leadership team seamlessly, and at pace, in balancing a varying and dynamic range of day to day and project activities with moving deadlines. Using foresight to plan ahead and willingness to challenge the norm. The role requires high levels of autonomy, discretion, and tenacity in proactively providing solutions driven support.

## **PRINCIPLE DUTIES**

- All general administrative duties as required
- Proactive management of multiple stakeholders' diaries utilising foresight - "what's required, what's next"
- Travel and accommodation arrangements
- Developing effective relationships at all levels, liaising with the team, clients and suppliers
- Create, proof and distribute meeting minutes
- Manage and process expenses
- Raising purchase orders as required
- Proof reading to a high standard
- Support other Board members and team as requested
- Cover reception duties as required
- Maintaining and updating group management information systems as required
- Tracking actions assigned to Director(s) and assist in meeting fast moving deadlines
- Acting as a point of contact for internal requests such as meeting requests and assisting with prioritising meetings based on agreed parameters
- Prioritising and managing flow of information in timely and accurate manner
- Assist with the management of freelancer's travel and accommodation arrangements
- Providing onsite support as required
- Accurate reporting and record keeping

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the may be required.

## **SKILLS / CHARACTERISTICS**

- Confident and effective communicator
- Ability to work on own initiative
- Extremely organised and effective management of own time and prioritise tasks
- Excellent attention to detail
- Solution focused mindset
- Ability to anticipate and pre-empt needs based on business requirements
- Resilience and ability to work under pressure to meet tight deadlines in fast paced, changing environment

- Proficient in all versions of Microsoft Office applications, specifically Outlook, PowerPoint, Excel and Word
- Discretion and understanding of confidentiality
- Diplomatic approach in challenging and addressing internal conflicts
- Confident in own decision-making abilities
- Critical thinking
- Proactive, positive and flexible attitude towards challenging situations and varying demands
- A dedicated team player that can make the most of the people around them, whilst providing the support that enables others to succeed
- Self-motivated and energetic with the ability to work individually and as part of a wider team
- Willingness to learn new skills and develop existing ones
- Must be committed to making 'anything possible' with a 'can do' attitude
- Drive and ambition to make a difference
- Passion and commitment to achieving excellent results

### **OTHER REQUIREMENTS**

Full UK driving licence

### **DATA SECURITY**

At all times you must work within the guidelines set out in the **DRPG's** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

### **HEALTH AND SAFETY**

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

### **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

### **THE COMPANY**

Established in 1980, we're one of Europe's most experienced and largest fully integrated, award winning communications agencies. From the strategic communication consultancy to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

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