

Job title: Personal Assistant & Office Coordinator	Team: Board
Reports to: Chief of Staff	Location: Gateshead
<p>Job purpose: The Personal Assistant & Office Coordinator will provide effective and efficient business support to members of the Executive Team to ensure the highest level of quality support, and to help drive and ensure successful delivery of priorities and projects. In addition, this role also involves the coordination of the office, including health and safety, building maintenance and other duties, as well as and getting involved with events and activities in the wider business.</p>	
<p>Key accountabilities:</p> <ul style="list-style-type: none"> • Proactively manage and co-ordinate activity on behalf of the Executive Team, ensuring they are always well brief and prepared, including diary management, travel arrangement, itineraries, meetings with the team and wider leadership • To join key business meetings, record minutes, actions, and accountabilities, and follow up to ensure delivery. • Manage own inbox and monitor board member inbox as requested. • Support in the organisation of meetings, conferences and events as required. • Greet and assist visitors, ensuring a welcoming environment and needs are catered for. • Manage administration of purchase requests/orders of office consumables and stationery. • Co-ordination of office health and safety as well as building maintenance • Preparation and processing of expenses • Write presentations or other communications as required • Support within the wider business on events or other activities as requested • Dealign with highly sensitive correspondence and information in a confidential manner. • Other ad hoc duties and projects to assist the Executives as required. • Provide support to the CEO and Founder in the absence of the Chief of Staff 	<p>Skills, know-how and experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Relevant experience of providing Personal Assistant support to a Director or Senior Leadership individual. • Ability to multi-task, working without supervision, ability to prioritise and balance conflicting demands, using own initiative to resolve problems and managing own workload within agreed deadlines. • First class organisational skills with excellent attention to detail and a high degree of accuracy • Ability to maintain confidentiality of information. • Previous experience of establishing effective office systems and procedures gained from an office management or office coordinator role. • Team player who builds rapport, with a willingness to support colleagues during critical periods • A thorough understanding in Microsoft Office • Customer-focused and professional approach • The flexibility to work outside normal hours may be required from time to time

Job Description

Technical / professional qualifications:

- First Aider (or desire to train)
- Fire Warden (or desire to train)

Key performance indicators: (max. 5)

- The Executive Teams time is used to a high level of effectiveness
- Handles pressure in a fast-paced environment
- Delivery accurately and on time

Direct reports:

None

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties.