

**** NEW JOB**** A health and social care company is seeking a PA to the CEO. Paying £25,000 and based near Liverpool Street. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: PA to the CEO

Location: Liverpool Street

Salary: £25,000

Responsibilities include (but are not limited to):

- Providing accurate and complex diary management support to the CEO and the founder Director of the business.
- Acting as the business's 'front of house', ensuring public areas are maintained tidy and ready to receive guests at any time, hosting guests to the office and being the first point of telephone contact for many callers.
- Providing administrative support, as required, to consultants who work remotely.
- Office management, including the purchase of supplies, as required and the maintenance of supplier relationships (comprising the review of contracts as appropriate), being a 'gatekeeper' for our remote IT support service and liaising with the estate managers for the office complex.
- Working with the Head of Business Development to ensure insurance policies are appropriately reviewed and kept up to date; and on the on-boarding of new employees.
- Ensuring we have a sufficient stock of printed materials to take to meetings as required.
- Acting as the company's Health and Safety Officer, including being a first aider and fire officer and arranging training for others as required. (Training will be arranged for the successful candidate if they do not have current certificates).

Essential Skills:

- Excellent communication and interpersonal skills and comfortable communicating with people at all levels, including CEOs of major corporations, senior politicians, suppliers, couriers and colleagues.
- Ability to provide outstanding front of house assistance to guests, ensuring public areas of the office are well presented at all times and ensuring that our guests are given the best overall impression of the company.
- Superb telephone manner and a readiness to use the phone to get the job done.

- Flexible, with the ability to use initiative to identify and solve problems.
- Team player with a willingness to work with support others in their roles to achieve a positive outcome for the business.
- Strong proficiency with MS Office tools.
- Ability to work under pressure.

Education:

- Professional business administration qualification.