

Job Specification

Job Title:	Personal Assistant / Team Assistant
Reports to:	Director
Purpose of the jobs:	To provide comprehensive, confidential and proactive support to two Directors and their teams

Areas of Responsibility:

1. To manage and maintain the Directors' electronic diaries and e-mail accounts including filtering e-mails, highlighting urgent correspondence, responding and delegating as appropriate.
2. To book travel and accommodation, ensuring the most effective use of Directors' time.
3. To provide administrative assistance to the Directors and their teams as required including arranging catering for meetings, booking meeting rooms, preparing draft reports, formatting documents and creating PowerPoint presentations, ensuring the timely production of quality documents as required.
4. To act in a professional manner when dealing with internal and external stakeholders to schedule meetings, correctly prioritising matters on behalf of the Directors, acting in a timely manner, pre-empting meeting discussions to assist the Directors in achieving deadlines.
5. To undertake ad-hoc research tasks on behalf of the Directors, including some project coordination and event management activity..
6. To provide administrative support in relation to expenses and credit card reconciliations for the Directors, including approving invoices in accordance with company budgets.

7. To prepare agendas and take minutes for regular and ad-hoc meetings as required.
8. Assisting Directors with team holiday co-ordination and starter / leaver checklists.
9. To fully understand the business meeting calendar, reporting structures and meeting structures and to implement / operate the appropriate administration to effectively support it.
10. To perform all duties in line with TPT's Information Security policy.
11. To comply with the Data Protection Policy when dealing with personal data in the course of employment including personal data relating to any employee, customer, client, supplier or agent of the Company.

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	<ul style="list-style-type: none"> • High standard of secondary education including Maths and English • An experienced PA, undertaking a range of duties that are well matched to this position. Has worked within a corporate environment. • Research skills • Project management skills • Fast and accurate typing / word processing skills • MS Excel – can develop and maintain spreadsheets (intermediate level min) • Report writing skills • Accurate minute taking skills are critical • Excellent verbal and written communication skills • Can create good working relationships and a friendly approachable office • Able to work effectively when under pressure and able to handle a number of tasks simultaneously • Influencing and persuasion skill • Able to listen sensitively and intelligently 	<ul style="list-style-type: none"> • Business administration qualification • Executive Assistant experience
Engaged Behaviour	<ul style="list-style-type: none"> • Reliable – delivers to time and standard • Self-motivated with the drive and motivation to see tasks through • A desire to improve continually, and to work to the best of one's ability. Takes pride in their work • Willing and able to be flexible and adaptable 	
	Acts in line with our values:	

Values	<ul style="list-style-type: none"> • Inclusive • Integrity • Innovative • Customer focused • Cost effective • Committed 	
Systems and Processes	<ul style="list-style-type: none"> • Ability to prioritise • MS Outlook • Can identify business risks and minimise these • Budget control processes • Thinks through the effects of actions and plans 	
Customer Care	<ul style="list-style-type: none"> • Empathetic to the needs of others • Able to effectively communicate at all levels • Professional approach and manner 	
Performance Factors	<ul style="list-style-type: none"> • Experience of meeting strict deadlines • Accuracy • Effective performance in key areas of responsibility and objectives 	
Function Manager	<ul style="list-style-type: none"> • Effectively represents TPT and function, internally and externally • Manages and monitors area of responsibility • Communicates with others to achieve effective outcome • Utilises resources efficiently • Maintains professional relationships with internal and external parties • Is self-motivated and proactive at all times 	