

Job description

The Personal Assistant will work directly under the CEO. The Personal Assistant will help the CEO to make the best use of their time by dealing with secretarial and administrative tasks.

The Personal Assistant will need extensive knowledge of the organization. They will be expected to learn who key personnel are (both external and internal) and understand the organization's aims and objectives.

The CEO will rely heavily on the Personal Assistant, trusting that work will be handled efficiently in their absence. Discretion and confidentiality are therefore essential attributes.

Typical work activities

The Personal Assistant often acts as the CEO's first point of contact with people from both inside and outside the organization. Typical work activities include:

- screening telephone calls, enquiries and requests, and handling them when appropriate;
- meeting and greeting visitors at all levels of seniority;
- organizing and maintaining diaries and making appointments;
- dealing with incoming email, faxes and post, often corresponding on behalf of the CEO;
- taking dictation and minutes;
- carrying out background research and presenting findings;
- producing documents, briefing papers, reports and presentations;
- organizing and attending meetings and ensuring the CEO is well-prepared for meetings;
- liaising with clients, suppliers and other staff;
- devising and maintaining office systems, including data management, filing, etc.;
- arranging travel and accommodation and, occasionally, travelling with the CEO to take notes or dictation at meetings or to provide general assistance during presentations.

In addition to supporting the CEO, the Personal Assistant will also have their own personal workload and responsibilities. The scope of the Personal Assistant's role can be extensive and additional duties may include:

- carrying out specific projects and research;
- taking on some of the CEO's responsibilities and working more closely with management;
- being involved in decision-making processes.