



PA TO CEO AND MARKETING DIRECTOR

Pay band £22,000 - £24,000

JOB DESCRIPTION

KEY TASKS

Diary management

- Maintain the electronic diaries of the CEO and Marketing Director efficiently and thoroughly.
- Make catering arrangements for internal meetings, and travel and hotel bookings, in a timely manner.
- Ensure that meeting papers and other relevant information are provided in advance.

Correspondence

- Deal with incoming correspondence, both hard copy and email, sorting and flagging up for action etc as appropriate.
- Deal with all outgoing correspondence on behalf of the CEO/Marketing Director and, occasionally, Chairman.
- Maintain and keep regularly updated GamCare's contacts database.

Filing

- Maintain hard copy and electronic filing system. Review and update as required, including weeding and archiving.

Other administrative duties

- Assist the Marketing Director and Business Administrator with various daily and weekly routine tasks, e.g. covering reception/incoming calls; monitoring of the parliamentary website for gambling-related activity; processing and banking incoming payments.



SKILLS, KNOWLEDGE & EXPERIENCE

- MS Office, including Outlook, Word, Excel, PowerPoint and Access to advanced level.
- Experience of working as a PA at senior level.
- Minute taking

PERSONAL QUALITIES

The following should be demonstrable through experience (not necessarily in a similar working environment):

Essential

- Highly organised in your approach to work
- Ability to prioritise and deal calmly and efficiently with different demands
- Ability to act on own initiative
- Attention to detail and thoroughness
- Flexible attitude and willingness to co-operate as part of a small team
- Professional manner
- Understanding of and willingness to maintain confidentiality

Desirable

- Interest in working in the charitable and/or counselling sector

Applications by CV via email to Marjorie@gamcare.org.uk by Tuesday 29 July