



Personal Assistant to the CEO

We are looking to appoint an experienced PA to provide full time support to the CEO, with occasional support to other members of the Board and Executive team, to support the effective running of the Company's activities.

The role will be reporting directly to the CEO, under the supervision of the Company Secretary. Working in a small, friendly, busy office you will be expected to manage your own workload and be used to handling ever changing priorities with ease. You will have outstanding attention to detail, strong initiative and the ability to work well under pressure and to tight deadlines. You will require previous experience in a similar role and hold advanced Microsoft Office skills. The ideal candidate will need to be confident to communicate with the members of the Board, as well as high level stakeholders.

Key responsibilities will include:

- Diary management for the CEO, produce correspondence, letter, reports, minutes and presentations as necessary.
- Arrange meetings, including Board meetings, management team meetings, one to ones and events, including team away-days etc; make room bookings, organise relevant equipment.
- Make all necessary arrangements for, and liaise with Directors regarding, attendance at conferences and other Board appointments.
- Arrange travel and accommodation bookings as required.
- Process holiday requests, expenses and credit card reconciliations in accordance with policy and designated timescales.

For an informal discussion please contact Tamara Breach on 023 9224 9338.

£25,356 - £28,347

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Applicants should send a CV outlining current salary with 2 referees.

Apply to: Ian Limb, Head of HR, PO Box 8, Havant, Hants PO9 1LG

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 16 SEPTEMBER 2021