

EXECUTIVE ASSISTANT

Person Specification

The successful applicant will demonstrate the following skills, experience, and personal qualities:

Essential

- Experience of organising a senior colleague and prioritising their workload
- Excellent verbal communication skills and ability to liaise with people at all levels
- Excellent written communication skills, with a high level of accuracy, including the ability to create letters, minutes, reports and internal communications
- Computer literate with a typing speed of at least 50wpm (we use MS Office)
- Flexible in attitude, self-confident and able to maintain discretion and confidentiality in all areas of work
- Able to work without constant supervision
- Able to take initiative when appropriate
- Able to work under pressure to meet tight deadlines

Desirable

- Shorthand or speedwriting
- Knowledge of the company and / or wider industry
- Experience of servicing a Board of Directors, taking and drafting minutes
- A flair for languages