

Executive Assistant to Managing Director

You will be an exceptionally well organised and driven individual who will relish the variety within this role. You will work closely with the MD playing a key role in ensuring the business remains an efficient and co-operative working environment. However, the role expands beyond that of general PA duties and office management as you will be an integral part of the business expansion into new ventures and delivering new and exciting initiatives.

Main Responsibilities

- Providing full support to the MD including diary management, travel and itinerary management across time zones, daily updates, message distribution and feedback sessions.
- Arranging meetings, researching and sourcing information in advance.
- Overseeing the management of the business premises and suppliers.
- Taking a pivotal role in the development and delivery of a corporate event/meeting facilities services business to include the 'Aspire to Wellness' brand.
- Promoting new ventures by developing corporate literature, the website content and social media.
- Arranging in house and external corporate entertaining events and seminars.
- Assisting with the financial reporting of distinct areas of the business.
- Managing projects through to completion on behalf of the MD.

Key Attributes

You will:

- Have a laudable ability to calmly prioritise competing demands with ease.
- Be proactive and well organized, effortlessly communicating and managing expectations.
- Have a desire to learn and a flare for problem solving using your own initiative often thinking outside the box.
- Have an enthusiastic approach and be happy to go the extra mile to support others.
- Have excellent communication skills both written and verbal.
- Be confident and professional with a positive attitude.
- Have strong Microsoft Office skills.

Who For: Aspire Business Partnership, a unique advisory business based in Bromsgrove, Worcestershire.

Salary: Competitive, we will offer a salary up to £50,000 dependent on experience (£30k to £50k).

Hours of Work: Full time however we are happy to discuss flexible working.

Benefits: Life insurance, Private medical insurance (after qualifying period), Pension, 25 days holiday, on-site parking.

To apply please send your CV with a detailed covering letter to:

Address Aspire Business Partnership, Buntsford Park Road, Bromsgrove, B60 3DX

Email andrea.palmer@aspirepartnership.co.uk

Closing Date: Thursday 18th April 2019 at 12 noon

Interviews: Week commencing 13 May 2019

No Agencies Please.