**Job Description**

**Administrator / PA to Directors**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Directors / General Manager / MR Manager |  | Date: 1st December 2013 |

|  |  |  |
| --- | --- | --- |
| Department: Metal Recycling / Car Spares |  | Location: Wokingham  |

|  |
| --- |
| Responsible for: Administration |

|  |
| --- |
| **Job Summary** |

The PA to Directors /General Manager provides comprehensive and confidential secretarial and administrative support to the Directors. Also providing Senior Administration support for the Metal Recycling and Car Spares Operations.

|  |
| --- |
| **Key Responsibilities** |

* Providing general secretarial and administrative support to the Board of Directors and Senior Management Team based in Wokingham
* Checking emails and maintaining diary and calendar for the Directors
* Organising internal and external meetings and conference calls and maintaining room booking system
* Collating and typing reports, proposals and contracts, spread sheets and presentations, as required
* Organising agenda’s and record of minutes for various management meetings
* Maintaining the daily site diary as required by the Environment Agency
* Carrying out specific departmental administration duties in line with departmental needs
* Performing tasks associated with ad-hoc management projects and any other reasonable duties as directed by your manager
* Preparing all correspondence and documentation for prospects and customers
* Any other reasonable task required by the company

**Key Skills**

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team
* Client management responsibilities when required

|  |
| --- |
| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name:  |  | Date:  |

|  |
| --- |
| Signature:  |