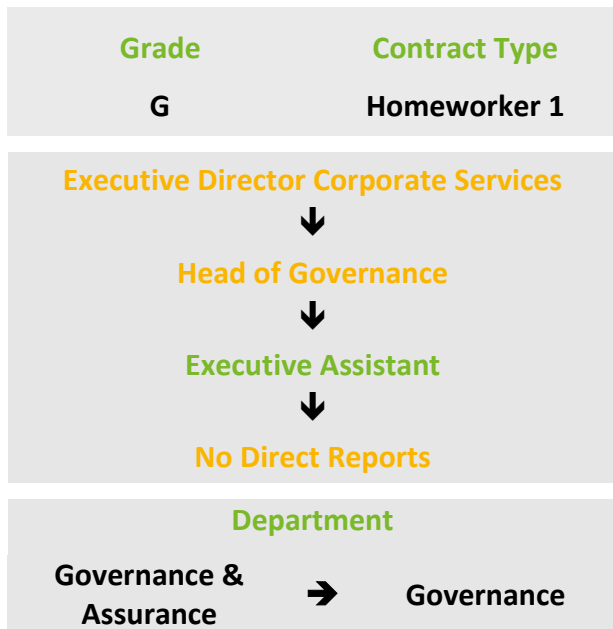


# Executive Assistant



### Role Overview

Providing secretarial / admin support to the Executive and Senior Leadership Team / Directors

First point of contact for Executive Team/Directors and manage their requirements including diary management, financial processing and the administration and co-ordination of internal and external meetings and events.

## RESPONSIBILITIES

- Proactive diary management for assigned directorate; ensuring efficient use of time is achieved with minimum conflict of resource
- Administer, co-ordinate and minute, as required, strategic internal groups
- Arrange travel and/or accommodation for Executive Team/Directors as required
- Record and submit monthly mileage, expenses and credit card transactions to meet payroll/finance deadlines
- Provide the Governance Team or Directorate teams with ad hoc administrative support
- Support the administration of the Out of Hours service through the production of quarterly rotas
- Undertake additional duties appropriate to the role and/or grade.

### Our values



**Honest & Reliable**  
We are authentic, open and dependable; and we do what we say we'll do.



**Caring**  
We show kindness and consideration to our customers and each other.



**Respectful & Fair**  
We listen to people, and strive for equity and inclusivity in all that we do.

Through our **passion** for housing, more **people** have a **safe** place to call **home**

## STRENGTHS

- ✓ Demonstrable ability to effectively engage with business stakeholders within the organisation
- ✓ Ability to work autonomously with minimal supervision
- ✓ Clear and articulate communication skills, both written & verbal
- ✓ Excellent IT skills with proficiency in Microsoft Office
- ✓ Excellent relationship building skills

## ESSENTIAL REQUIREMENTS

- ✓ Experienced Personal Assistant / Secretary who has worked at senior level for multiple managers
- ✓ Proficient and accurate typing ability
- ✓ Ability to meet tight deadlines
- ✓ Ability to uphold confidentiality and demonstrate a high level of organisation and efficiency with attention to detail and an ability to prioritise workload appropriately
- ✓ Proficient in Microsoft Office
- ✓ GCSE Maths and English (or equivalent)
- ✓ Excellent written and verbal communication skills

## BENEFICIAL TO THE ROLE

- ✓ Social Housing experience
- ✓ Relevant qualifications