

VACANCY



Part Time Directors PA

We presently have a vacancy for a Part Time Directors PA. The successful candidate will be highly organised and accurate, with a flexible attitude. You will have excellent written and verbal communication skills, together with a sound knowledge of MS Office.

Tasks include:-

- Provide full executive support to the Directors, including diary management & hotel and flight bookings
- Organise meeting rooms & refreshments
- Compile and distribute monthly Management Reports
- Book exhibitions and arrange necessary resources
- Assist with completion and submission of Tender Documents
- Attend Health & Safety meetings and ensure all records and accreditations up to date

Starting date:- As soon as possible

Full Job Description available upon request.

CV's to christina.ryan@wessexlifts.co.uk

CLOSING DATE 9th August 2019

An Equal Opportunities Company