



Job Advert

PA to Director

An exciting opportunity of a new role in a growing Business Support Services company, ideal for someone who is looking for a challenge, has an aptitude for organisation, problem-solving and ambition to make a difference for growing business.

We are looking for someone who can hit the ground running, can learn quickly and in time develop the scope of the role. We are a growing and ambitious business who value staff and provide opportunities for development within the firm.

Salary: 20 - 22k pro rata, depending on experience
15 – 20 hours per week. Immediate start

Application

To apply send your CV and a cover letter to Lydia Berry
hello@waymakerconsulting.co.uk

Your cover letter should detail your relevant experience and how you demonstrate that you meet the qualifications and core competencies outlined above. We are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please provide details of two referees and indicate whether we can contact them at this stage.

Please save all documents to show your name and the document type.

Deadline

All applications must be received by **midday** on Friday 20th November 2020.

Shortlisting will take place week commencing 23rd November 2020.

Interviews will take place on Thursday 26th November 2020

Waymaker Consulting is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

No Agencies please.