



PA Job Description

Job Title:	Personal Assistant to Director
Reports to:	Director
Date prepared:	November 2020

Position summary:

To support the Director with the daily running of the business and client work where appropriate, also to support the Director and the team with administration activities.

Key Responsibilities

- Management and organisation of the Director's busy diary; anticipating associated arrangements. Prioritise calls on the Director's time and resources, and as appropriate, making informed decisions on behalf of the Director
- Extensive and efficient inbox and email management on behalf of the Director
- Organising meetings via Teams, Zoom and in person as appropriate
- Responding to enquiries promptly, using initiative to investigate and make decisions, where appropriate. Answering telephone calls in a timely fashion, taking clear and detailed messages, whilst being an ambassador for Waymaker Consulting
- Handling confidential matters with discretion
- Conducting research and producing reports as directed for the Director and clients
- Create, maintain and improve new and existing filing and record-keeping systems, including the development of databases including Pipedrive and other office management systems
- Minute-taking as required for client meetings and behalf of clients as appropriate
- Overseeing the creation of contracts, client onboarding packs and other documents, including their formatting
- Processing of expenses on Xero (account software, training provided)
- Any general administrative duties, as required by the Director

Qualifications, Experience and Competencies

Qualifications and Experience	<ul style="list-style-type: none"> • Educated to A-Level standard or equivalent. A degree-level qualification would be advantageous, but is by no means essential • Demonstrable experience in a similar role • Proven diary management skills • Exceptional standard of written and verbal English • Flexibility on hours
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<p>Core Competencies</p>	<ul style="list-style-type: none"> • Advanced competency with Microsoft Office suite • Excellent interpersonal skills • Detail-orientated • Focused and responsive • Takes initiative and is proactive, can foresee additional activity to add value to what is asked • Excellent multi-tasker • Excellent learner with an ability to learn new systems, apps, platforms and processes quickly, efficiently and accurately. Able to find the benefits and use them for the advantage of the business and clients
<p>What we expect from you</p>	<ul style="list-style-type: none"> • To understand the growing and changing needs of a small, growing business and be able to contribute support in different forms • Anticipate high work flow for the Director and offer innovative and timely ways to support the Director • Work well with the team, giving commitment and loyalty for the good of the business
<p>What we want from you</p>	<ul style="list-style-type: none"> • Appreciate how your contribution has a direct bearing on the success of the business and take pride in your work • Be proactive in suggestions for the growth of the business and see individual success and team success • Look for opportunities for upskilling and training that the business can support you in

Hours of work:
 15 - 20 hours per week being flexible from Monday to Friday.

About Waymaker Consulting:
 Here at Waymaker we take supporting business seriously. Our purpose is to make a way for businesses to grow by providing a range of support services that make businesses more efficient and productive. We can provide one or a range of support services to help growing businesses in a bespoke package that helps move the business to the next growth milestone. Not only do we show businesses the way to growth, we make the way happen with our hands-on support.