



Business Executive Job Description

Job Title:	Business Executive - PA
Reports to:	Director
Date prepared:	July 2021

Position summary:

To support Waymaker clients, the Director and the team with the daily running of the business where appropriate with administration activities.

Key Responsibilities

Activities and tasks for Clients include:

PA & Admin:

- General diary management for the directors, including scheduling video meetings, coordinating resources for projects and the day to day running of the business.
- Managing and updating the database spreadsheets
- Formatting documents
- Supporting the report writing and setting up frameworks and templates
- Supporting the management of an inbox
- Proof reading
- Research

Project Management:

- Supporting Directors with delivering the projects by consolidating, updating, developing, maintaining Gantt charts for multiple projects running simultaneously.
- Being responsible for the diary management and coordination between all those involved in the projects including the directors, research specialists and any other relevant stakeholders.
- Organising events

Minute Taking:

- Provide a quality minute-taking service for client's who have board meetings, Trustee meetings, workshops or any other meeting or session that requires an independent minute taker.
- Briefing call before each meeting to receive the agenda and any other papers/agenda items to be discussed
- Prepare the minutes document for the meeting
- Attend the meeting virtually and record the minutes typed directly into the minutes document
- Prepare first draft of minutes to be sent to all who are needed to approve them – within 2 working days of the meeting

- Receive any amendments, make the changes and send back for approval – within 2 working days of receiving them
- Some meetings are in the evening so there will need to be a flexibility on hours.

For Waymaker:

- Management and organisation of the Director’s busy diary; anticipating associated arrangements. Prioritise calls on the client’s time and resources
- Organising meetings via Teams, Zoom and in person as appropriate
- Responding to enquiries promptly, using initiative to investigate and find solutions.
- Answering telephone calls in a timely fashion, taking clear and detailed messages, whilst being an ambassador for Waymaker Consulting
- Handling confidential matters with discretion
- Help maintain filing and record-keeping systems and other office management systems
- Note-taking as required for client meetings for Waymaker
- Any general administrative duties, as required by the Director and the team

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 • Proven diary management skills • Exceptional standard of written and verbal English • Flexibility on hours
Core Competencies	<ul style="list-style-type: none"> • Advanced competency with Microsoft Office suite • Typing speed of a least 65wpm • Audio typing experience • 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
What we expect from you	<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 and the team • Work well with the team, giving commitment and loyalty for the good of the business
What we want from you	<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:

37.5 hours per week, working flexibly from Monday to Friday. £22 – 25k depending on experience. Will consider candidates looking for fewer hours, minimum 30 hours, with salary pro-rata accordingly.

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.



Job Advert

Business Executive - PA

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 has PA and minute-taking skills experience and is willing to hone and learn a variety of skills to support our clients and Waymaker.

You will need to hit the ground running, learn quickly and develop skills to progress. We are a growing and ambitious business who value staff and provide opportunities for development within the firm.

Perks include flexible working arrangements, lovely office environment, refreshments provided on site, gym access, pension, training and development opportunities.

Salary: £22 – 25k depending on experience. 37.5 hours per week working flexibly from Monday to Friday. Will consider candidates looking for fewer hours, minimum 30 hours, with salary pro-rata accordingly. 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

Deadline for applications is Friday 13th August.

Interviews will take be organised with individuals who are short-listed for week commencing 16th August.

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.