

JOB DESCRIPTION

Role:	Junior PA/Team Assistant
Reporting to:	Directors
Salary:	Competitive; dependant upon experience
Duration:	Permanent (Full-time)

Purpose of Role:

You will work closely with the Directors' whilst also supporting the entire Medicareplus Team and Group Directors when required. The role will provide both administration and general support to ensure the cohesive running of a growing, ambitious and friendly (yet busy) team!

As well as working with a close team where your contribution will be valued, there is plenty of opportunity to develop and get involved with all aspects of the business, (this is not for someone wants to provide support from the side-lines), as the company is in an exciting growth stage.

Duties include:

- Junior PA duties to the Directors i.e. email management, diary management, travel arrangements
- Meeting and greeting all visitors and coordinating hospitality for visitors and the team
- Answering all external calls, and responsible for all incoming and outgoing mail
- Coordinating and processing office and team expenses
- General administration, updating of filing systems
- Communicating with team both in office and remotely to ensuring office diary is up to date.
- Day to day office support i.e. ordering stationery and office supplies
- Arranging and coordinating meetings and taking notes, recording action points
- Liaising with clients
- Personal errands for the Directors as required
- Supporting the sales team with exhibition preparations

You will be a self – starter, organised and possess an abundance of initiative with the ability to improve processes where needed.

This is an excellent position for an existing administrator/ assistant, who is a team player, hardworking and has a positive mind-set and 'can do' attitude.

The team requires a confident character with excellent communication skills (written & verbal), to make sure that tasks are completed and the office runs smoothly.

Confidentiality and a strong work ethic are essential.

Version 1 March 2017