Executive Company Secretary / PA

Department: Executive Company Secretary / PA
Reporting Structure: Reports to the Managing Director
Salary: £23.50 / £45,825
Location: Oldbury
Work hours: 9:00 - 17:00

Summary:

We are seeking a highly organized and proactive Executive Company Secretary / PA to join our team at Proffer Solution Ltd. The successful candidate will be responsible for providing high-level administrative support to the CEO and ensuring the smooth running of the office. This role requires excellent communication skills, attention to detail, and the ability to multitask effectively.

Responsibilities:

- Manage and maintain the CEO's schedule, including arranging meetings and appointments
- Coordinate travel arrangements and accommodations for the CEO
- Prepare and distribute correspondence, reports, and presentations
- Handle confidential information with discretion
- Assist in the organization of company events and meetings
- Act as the first point of contact for the CEO, both internally and externally
- Manage office supplies and equipment

Qualifications:

- Proven experience as an Executive Company Secretary or PA
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Proficient in Microsoft Office suite
- Ability to handle multiple tasks and prioritize effectively
- Discretion and confidentiality
- Experience working in a fast-paced environment

Preferred Skills

- Professional certification such as ICSA or equivalent.
- Familiarity with HR software and recruitment platforms.
- Proficient in Microsoft Office Suite and document management software.
- Experience in project management will be advantageous.

Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan.

If you are a self-motivated individual with a passion for organization and efficiency, we would love to hear from you. Please submit your application for the Executive Company Secretary / PA position at Proffer Solution Ltd.