



JOB TITLE: PA to CEO & UK Board of Directors

LOCATION: Wretham – (Flexible working considered)

REPORTS TO: CEO – with a dotted line to HR Manager (day to day)

RESPONSIBLE FOR: Providing administrative and organisational support to the CEO and other UK Board Members

INTERACTS WITH: Group Board, UK Board, Overseas Team, UK Management Team

HOURS OF WORK: Full Time. Due to the nature of the role flexibility on working hours will be required to meet the needs of the role.

### JOB PURPOSE

To provide efficient and responsive administrative and organisational support to the Chief Executive Office and other members of the UK Board as required, helping them to manage and prioritise their time and deal with enquiries in their absence.

### KEY DUTIES

Diary management (Outlook) for the CEO and other UK Board members as required ensuring they are manageable, and meetings are scheduled appropriately. This may include organising personal appointments and commitments.

Arranging appointments, scheduling regular and ad-hoc meetings, and making the necessary arrangements to ensure all required facilities and refreshments are available at meeting venues. When necessary, organising and coordinating accommodation and travel.

Collating, preparing, and circulating material and reports for various meetings.

Answering / filtering telephone calls and giving advice and assistance where possible and transferring/messaging when not.

Attending meetings, where requested, to take minutes or actions, type up and distribute thereafter.

Maintain and modify, where required, a suitable and efficient filing system (electronic & paper based) for all statutory and non-statutory documentation to enable timely retrieval as and when required including Board papers and providing timely reminders for important task and deadlines.

Dealing with incoming post on a daily basis: distributing as necessary and ensuring that any urgent issues are referred to the appropriate person immediately.

Managing the Company credit cards and expenses claims of the CEO and UK Board members as required.

Preparing, producing and proof reading of letters, presentations, and reports.

Carrying out background research on subjects as directed by the CEO

Ensure guests and visitors are looked after in a courteous and professional manner.

Liaising with internal and external stakeholders such as the UK Mgmt Team, bank, asset funders, insurance brokers, pension providers and auditors.

Willingness to organise and /or attend seminars, conferences.

Ensure full compliance with all Company policies and procedures including, but not limited to, Health and Safety and Employment

Any other duties, such as ad hoc projects, as requested by the CEO that are within the skills and capabilities of the jobholder.



Certificate Number 11259

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Unless stated, all UK subsidiaries are registered at Montague Place, Quayside, Chatham Maritime, Chatham, Kent, United Kingdom ME4 4QU.

A member of the O.C.O Group of companies, the UK parent of which is O.C.O Technology Group Limited (registered in the UK Company Number 15112154)

O.C.O Technology Ltd. Registered in England. Company No: 07247345

Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU



#### ESSENTIAL SKILLS / EXPERIENCE

Excellent organisational skills, ability to multi-task, filter information and prioritise.  
Excellent verbal and written communication skills and ability to represent the Company in a professional manner.  
Excellent IT skills, in particular with Microsoft Office packages such as Excel, Word and PowerPoint.  
Demonstrable experience in a similar role working with senior executives, directors and/or shareholders.  
Ability to exercise absolute discretion in dealing with confidential or sensitive matters.  
Confident and able to work on own initiative and with limited supervision.  
Ability to influence colleagues to provide requested information in a timely manner  
Ability to take minutes.  
Excellent interpersonal skills.  
Practical, hands-on approach: promoting a 'can do attitude'.  
Flexibility towards working hours.  
Willing to travel within the UK  
Current driving licence.

#### DESIRABLE SKILLS / EXPERIENCE

Educated to GCSE, or equivalent, in English and mathematics.  
A secretarial, administration or word-processing qualification.  
A working knowledge of SAGE / payroll.  
Legal secretarial experience or similar.  
Marketing experience.

