



Profile: Personal Assistant: The Person

	To do the job you will need...	This would be great...	How we will see this...
Skill-set	<p>A background in a PA role.</p> <p>An ability to manage multiple tasks across different business units and to help see these through to completion.</p> <p>A strong background In Microsoft Office programs and a preference for technology over hardcopy solutions.</p> <p>Excellent client management skills, face to face and via telephone/Skype.</p> <p>To run organisational tasks including; organising travel, diary management and Director level diaries/meetings etc and to record such meetings.</p> <p>To be able to track, monitor and drive key initiatives from Directors.</p> <p>To prepare meeting materials, as well as facilitating such meetings, welcoming on site visitors etc.</p>	<p>To have experience in a fast paced environment.</p> <p>To have experience working with business owners.</p> <p>To have worked as part of a client focused team.</p> <p>To have a good working knowledge of the local area.</p> <p>To have had some experience in managing complex and varying workloads.</p> <p>Excellent time management skills.</p> <p>Ongoing interest in CPD and an active interest in career development.</p>	<p>CV</p> <p>Cover letter</p> <p>Interview</p> <p>Selection Tests</p> <p>Qualification Certificates</p> <p>References</p>
Mind-set	<p>To be highly motivated individual not afraid to take on tasks and projects within given parameters.</p> <p>To have a positive outlook, demonstrate integrity and honesty.</p> <p>To have a natural tendency to ensure that tasks are followed through with attention to detail and accuracy.</p>	<p>To have the ability to adjust personal style to varied personalities.</p> <p>Able to see the overall picture, and help relay this to other staff members with the Managing Director's approval</p> <p>Motivated by structure, highly organised and comfortable with systemizing, filing and organisational tasks.</p>	<p>CV</p> <p>Cover letter</p> <p>Interview</p> <p>Kolbe Profile</p>



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	<p>To be resilient and persistent in getting to an end goal and seeing things through to completion.</p> <p>To have an excellent eye for detail.</p> <p>To conduct yourself with confidence, be approachable and happy.</p> <p>To be able to handle sometimes difficult and complex arrangements.</p>	<p>Excited to work for a growing company which truly value its employees.</p>	
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