

Profile : Personal Assistant : The Role

At Tamar HR, the Personal Assistant:

Summary:

- ✓ Enables the Managing Director to focus on key priorities through organising, recording and tracking their projects, commitments and meetings and liaising with clients, colleagues and suppliers.
- ✓ Efficiently manages a range of organisational and mini-projects in support of the Managing Director.

Reports to: Managing Director

Works with: The whole Tamar HR Team, Clients and suppliers

Manages: Co-ordinates meetings and projects

The main outcomes:

Day to day first point of contact:

Enables the MD to focus on priorities and set the agenda for the business:

- ✓ Organisation of MD's diary based on MD's priorities;
- ✓ Ensuring key tasks and deadlines are met;
- ✓ Booking and management of travel arrangements for MD;
- ✓ Ensures prompt response to email and telephone calls and handles routine matters;
- ✓ Organises internal and external meetings;
- ✓ Welcomes and co-ordinates guest visits;
- ✓ Manages a secure but accessible, organised filing system of main meetings, projects and tasks.

Tracking projects:

The business moves at a consistent forward pace in its development:

- ✓ Ensuring that agreed actions to move the business forward are co-ordinated: scope recorded, milestones tracked, progress updates & review meetings organised and co-ordinated;
- ✓ Project tasks are followed up for status reports and barriers to progress are resolved;
- ✓ Proposal materials are prepared in a timely and full manner and the sales process well-managed;
- ✓ That clients are on-boarded efficiently and welcomed to Tamar HR.



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Company Administration:

As the business progresses background tasks that assist its functioning.

- ✓ Co-ordinate the smooth running of the office and maintenance of pool cars;
- ✓ Co-ordinate compliance with Health & Safety requirements and GDPR;
- ✓ Assist with the collation of accounts information and issuing of invoices;
- ✓ Undertake HR Administration including co-ordination of annual leave for the Tamar HR team;
- ✓ Implementing and maintaining procedures/administrative systems;
- ✓ Undertake mini-projects as required;

Continuing Professional Development:

Our Personal Assistant is regularly updating their skills.

- ✓ You proactively manage your CPD to ensure that your skills are developing;
- ✓ You actively scan and take an interest in sector developments and potential efficiency / productivity gains through technological and ICT developments.