

Job Title: Personal Assistant  
Department: Central Services  
Based: Hartlebury  
Reporting to: PA to the Board

### REMUNERATION

Agreed as per contract of employment.  
Bonus & pension contribution scheme as outlined in your contract of employment.

### PURPOSE

Providing all aspects of administration and secretarial support to members of the Board.

### PRINCIPLE DUTIES

- Manage personal/private & confidential work
- Diary management
- Arrange internal and external meetings
- Arrange travel and accommodation
- Liaising with the team, clients and suppliers
- Prioritise workloads in order to meet very strict deadlines
- Create and distribute meeting minutes
- Processing expenses and raising purchase orders
- Dealing with phone calls, enquiries and requests, and handling them when appropriate
- Provide proof reading as required
- Dealing with e-mails and post, and corresponding on behalf of manager when needed
- Support other Board members and team as requested
- Cover reception as required
- Maintaining and updating time and attendance systems as required

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

### SKILLS

- Must have a high level of organisational skills and good time management
- Be able to communicate effectively both verbally and in writing
- Great planning skills
- Accurate reporting and record keeping
- Flexible and adaptable approach to work
- Ability to work on own initiative
- Excellent attention to detail
- Be able to work under pressure and meet deadlines
- Must have confident, polite and friendly telephone manner
- Excellent word processing and IT skills
- Discretion and understanding of confidentiality issues

### CHARACTERISTICS

- Proactive and positive attitude towards challenging situations and multi-tasking
- A dedicated team player that can make the most of the people around them, whilst providing the support that enables others to succeed
- Self-motivated with the ability to work individually and as part of a wider team
- Willingness to learn new skills and develop existing ones
- Must be committed to making 'anything possible' with a 'can do' attitude

### OTHER REQUIREMENTS

- Full UK driving licence

### **DATA SECURITY**

At all times you must work within the guidelines set out in the **DRPG's** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated d as gross misconduct.

### **HEALTH AND SAFETY**

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

### **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

### **THE COMPANY**

Established in 1980, we're one of Europe's most experienced and largest fully integrated, award winning communications agencies. From the strategic communication consultancy to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

The **DRP Group** is an equal opportunities employer.