



JOB DESCRIPTION

POSITION: Personal Assistant

REPORTS TO: CEO

ROLE PURPOSE:

The PA will work closely with the CEO to provide administrative support, usually on a one-to-one basis. You will act as the first point of contact with people from both inside and outside Prodo, responding to general enquiries, dealing with queries and forwarding to relevant staff.

You will have responsibility for the CEO's diary, travel and accommodation arrangements and ensure effective use of her time and troubleshoot where necessary.

You will have an extensive knowledge of Prodo, its objectives and its organisational structure, ensuring you understand who key personnel are, both internal team members, clients and suppliers and have a strong understanding of the Prodo Culture and being a huge advocate of our values.

The CEO will rely heavily on you, trusting that work will be handled efficiently in her absence. Discretion and confidentiality are therefore essential attributes for this role.

ROLE RESPONSIBILITIES

- organising and maintaining diaries and making appointments;
- arranging travel, visas and accommodation
- screening phone calls, enquiries and requests, and handling them when appropriate;
- meeting and greeting CEO's visitors
- handling the CEO's expenses and liaising with Head of Finance regarding business spend
- dealing with incoming email, social media and post, often corresponding on behalf of the CEO;
- carrying out background research and presenting findings;
- producing documents, briefing papers, reports and presentations;



- organising and attending meetings and ensuring the CEO is well prepared for meetings;
- private/family-focused administration, such as personal travel arrangements, holiday sourcing and booking, insurance renewals, dealing with household staff and assisting in overseeing home build projects or purchases.
- Sourcing on-brand, unique gifts for client that meet the brand requirements;
- Coordinating and assisting in the creation of the monthly company update meetings and organising the Annual Strategy away day.
- Organising the distribution of the client gifts and any corporate hospitality events with clients or prospective clients;
- carrying out specific projects and research;
- liaising with the contract builder to ensure the CEO's vision for the building environment is carried out to plan;
- working with the leadership team on ad hoc projects;
- Assisting two directors in their administrative tasks as required.

PERSONAL REQUIREMENTS & SKILLS

- Demonstrate experience in a similar role with glowing references
- Discretion and trustworthiness: you will be party to highly confidential information
- Flexibility and adaptability
- Excellent oral and written communication skills
- Superb organisational skills and the ability to multitask
- The ability to be proactive and take the initiative
- Tact and diplomacy
- A knowledge of standard software packages and the ability to learn company-specific software if required
- Ability to manage multiple business initiatives in an entrepreneurial environment

Please send your CV with a cover letter to recruitment@prodo.com