



Original Style is based in Exeter with staff totalling approximately 170 and departments in customer services, marketing, accounts, manufacturing, purchasing, retail and warehousing. Original Style distributes stone, glass and ceramic tiles and is one of Britain's largest tile manufacturers. Our products are available throughout 60 countries and over 2000 quality retail shops worldwide. Original Style tiles have been used in wide-ranging projects from English country pubs to international opera houses, and from Hollywood film star homes to Arabian mosques.

JOB TITLE: PERSONAL ASSISTANT TO MANAGING DIRECTOR

DEPARTMENT: ADMINISTRATION

REPORTS TO: MANAGING DIRECTOR

PURPOSE OF THE ROLE

Working as PA to the Managing Director, duties encompass a full confidential and personal P.A. role involving secretarial support; organising international travel, meetings, accommodation and hospitality; co-ordinating staff social events and taking minutes at Board Meetings.

MAIN RESPONSIBILITIES:

- Sourcing and arranging most cost effective travel and accommodation (domestic and international), booking hire cars for the MD, other Directors and, if needed, the Purchasing Team, sometimes necessitating the application for visas.
- Construction and typing of all kinds of communication, e.g. letters, reports, spreadsheets, graphs, presentations, faxes.
- Diary management, organising meetings, events etc.
- Effectively dealing with mail, using initiative to prioritise and deal with accordingly.
- Prioritising and screening incoming calls for the MD and dealing with general enquiries.
- Taking meeting minutes etc. and delivering completed minutes to attendees in a timely manner after the meeting (within one to two days).
- Reporting proactively to the MD with proposals for action rather than waiting on instructions.
- Organisation of Original Style social and charitable fundraising events.
- Confidentially providing personal administration support for the MD and his family.

These are the main functions of the job but the incumbent may be required to carry out other duties as may be reasonably required to meet the demands of the business.

PERSON SPECIFICATION:

To succeed in this role the person needs to:

- have at least five years executive PA experience;
- be able to act autonomously, not requiring rigid boundaries or structures to work within, with the ability to manage own time and adept at organising and prioritising tasks;
- possess excellent IT skills, (Word – advanced, Excel – minimum intermediate, Outlook, Access an advantage but not essential, proficient use of the Internet - especially for travel planning);
- be able to efficiently take minutes;
- be a good all round team player who is happy to work at all levels from pro-active co-ordination with Directors to responding to queries from staff;
- demonstrate proactivity and enthusiasm;
- be able to act on their own initiative;
- have the confidence to act and react quickly and efficiently to various situations without getting flustered;
- have a strong desire to complete projects on time and within set budgets;
- able to demonstrate a high level of numeracy and literacy, possessing excellent verbal and written communication and letter-writing skills;
- be quick thinking and logical in their approach to work;
- be industrious, thoughtful and discreet;
- ideally be qualified to degree level, or at least have gained excellent A' levels;
- possess good geographical knowledge (domestic and foreign) with significant experience of travel planning;
- must be able to drive a car and hold a full (ideally clean) driving licence.

The following would be advantageous:

- An interest in horses.
- Experience of travelling (possibly a gap year of travel).

REMUNERATION AND BENEFITS

We offer a competitive salary and benefits including a bonus, contributory pension scheme, staff discounts, childcare vouchers, accident insurance and death in service cover. In addition, there is structured training and the potential for career progression within our rapidly growing dynamic company.

BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED

Please refer to the following website: <http://www.originalstyle.com>

LOCATION

Original Style is based in newly refurbished air-conditioned offices with ample parking close to junction 30 of the M5 at Falcon Road, Sowton Industrial Estate, Exeter, Devon, EX2 7LF.