



Personal Assistant / Executive Secretary

A Personal Assistant / Executive Secretary vacancy, is available at our Odiham offices in Hampshire. This is a permanent and full-time position, providing effective secretarial and administrative support to the Directors, and supervising the reception team. Frequent contact will be involved with Spectro | Jet-Care supervisory and management staff, and with external organisations, clients, etc. Furthermore, the duties bring frequent contact with staff and clients of all companies within the organisation, and their customers. Although subject to the Directors' overall direction, the job holder will have right of access to all other departments within the organisation for the purpose of carrying out the duties. Confidentiality must be maintained for all Company, client, personnel, and financial information. Main duties include:

- screen incoming calls, maintain a diary and take/disseminate messages;
- prepare presentations and organise internal and external seminars, conferences etc.;
- maintain efficient filing systems and ensure traceability of paperwork;
- book and arrange travel, transport, and accommodation for all employees;
- open and distribute post;
- maintain holiday, sickness, and attendance system;
- carry out staff recruitment duties and appraisals, as appropriate, in a timely manner.

We are looking for applicants who are enthusiastic, motivated, who are able to use their initiative, and think independently. The successful candidate should have:

- previous experience as a Personal Assistant with significant responsibility;
- good organizational and time management skills;
- a pro-active approach to problem-solving;
- good verbal and written communication skills, with a good standard of English;
- exceptional interpersonal skills;
- discretion and confidentiality;
- proven MS Office and Outlook experience;
- ability to work unsupervised using initiative;
- an approachable and helpful attitude;
- a flexible approach and be prepared to work outside a 35 hour week as appropriate.

The hours are Monday to Friday, 35 hours per week, 7 hours per day, 9:00 am to 5:00 pm inclusive of a one-hour unpaid lunch break.

You will be joining a stable and well-established organisation, in state-of-the-art offices, offering a very comfortable working environment. Other benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi, and on-site parking. Further details are available at www.spectro-oil.com.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.