
The No.1 Care & Befriending Agency

51 Cadogan Street
8th Floor West
Glasgow
G2 7HF

Office : 0141 266 0001 or 07780 637818

Salary: £21k annually

Contract Type: full-time, 39 hours, fixed term contract

Location: Hybrid working, workplace office based at 51, Cadogan Street, Glasgow G2 7HF

Personal Assistant

Reports to CEO

Overview

The primary focus of this role is to provide key administrative and business support to the CEO. The role will manage business tasks such as diary management, creating reports, assist the Chief Executive in the collation of board packs, diary management during meetings and other organisational tasks. You will be efficient at managing projects, able to work under pressure and meet tight timelines.

About the company

This is a dynamic and vibrant organisation dedicated to creating meaningful connections and improving the lives of people with health needs. We are looking for a motivated and driven individual to join us in ensuring they have the same opportunities as everyone else.

We believe in developing all our staff and we provide an extensive learning programme together with in-house career development opportunities. This is a fast-paced environment, requiring excellent judgement, discretion and interpersonal skills in handling internal and external stakeholders. You will lead by example and provide efficient and responsive administrative, organisational and logistical support to the Chief Executive, helping to manage and prioritise their time.

Key Responsibilities:

- Diary management for the CEO
- Preparing reports, memos, and other documents

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- Opening, sorting and distributing incoming mail, emails, and other correspondence within the local office
 - Responding to correspondence from social work and interdisciplinary teams
 - Support the No.1 team where required for administration tasks
 - Researching and conducting data to prepare documents for review and presentation by the CEO
 - Support the Chief Executive with administrative tasks, such as expenses, preparing for meetings etc
 - Accurately recording minutes from meetings
 - Reading and analysing incoming memos, submissions, and distributing them as needed
 - Performing office duties that include ordering supplies and payment of bills
 - Assist the Chief Executive in the collation of Board packs, briefing papers, reports and presentations.
 - Support in compiling professional standard presentation materials and documents in Microsoft Office, PowerPoint.

Essential Experience and Qualifications:

- Previous PA experience, preferably experience working within an healthcare company
- Proficient in Microsoft, in particular Word, Excel and PowerPoint

Person Specification:

Essential

- Behave in line with our company values - Compassion, Independence, Respect, Happiness (wellbeing) and Courage
- Previous experience in a multi-disciplinary office environment
- Must be a team-player with a can-do attitude and positive approach to work
- Highly organised, professional and personable
- Great at building relationships and thrives on a busy environment
- Able to use independent judgement to prioritise work schedules
- Seeks clarity but able to use your initiative to work with ambiguity.
- Excellent communication skills in English, both written and verbal
- Displays tact and diplomacy, dealing discreetly with confidential information

Desirable

Knowledge and experience of the challenges and needs of vulnerable individuals and of risks assessment & risk management

Knowledge and experience of working with the SSSC Code of Practice

Interviews will take place between 17-21 April 2023