

Role:

Personal Assistant

Location:

Cardiff

Report to:

The Board of Directors

The role:

An opportunity to join Richard H. Powell and Partners Limited has arisen at our Cardiff Headquarters. As the first point of contact for our company we are looking for an individual who is approachable and friendly, whose main function will be to provide a high level of support and professionalism to all stakeholders and the executive board.

Key duties will include dealing with inbound enquiries, preparing our demonstration centre for project managers and visitors and successfully managing tasks allocated to you by the company directors.

This is a very varied role, so we are looking for an individual with exceptional organisation, prioritisation and time management skills. This is a really exciting role for our company, so we are looking for somebody who is going to fit in well with the team and have a dynamic, enthusiastic personality.

What you'll need:

As Richard H. Powell & Partners Limited is comprised of three divisions, it is imperative you are able to familiarise yourself with the different customers and services each provide; you will therefore need to be an excellent communicator used to dealing with a diverse range of people clearly and effectively.

You will have a number of years' experience within a business support role, having ideally established a skill set based around customer service and a proven track

record in working efficiently and autonomously, with great attention to detail. As you will also be dealing directly with the executive board you will need to manage your time carefully and correctly, identifying and prioritising tasks accordingly.

You will have gained a minimum of 5 GCSEs including Math's and English at grade C or above and ideally have gained an administration qualification or equivalent.

From a technical perspective you will have fantastic IT Skills, including experience working with Word, Excel and Outlook. Use of a CRM is preferable but not essential.

What you'll do:

- Act as the first point of contact for the Company, providing a professional service to guests upon arrival. Inform employees of visitors, arrivals or cancellations.
- Answer incoming calls from visitors who are enquiring about the Company and its products or services.
- Action start and end of day procedures, this may be preparing the demonstration centre for visitors or allocating voicemails to the appropriate employee.
- Ensure the demonstration centre diary is up to date, also ensuring a good cleanliness of all meeting rooms.
- Maintain front door security by following safety procedures and controlling access via the reception desk (report any suspicious activity).
- Responsible for managing requests for, and issuing of, all visitor passes for office (including staff, suppliers, contractors and clients) as required.
- Responsible for maintaining and ordering refreshments for the office and client lunches when required.
- Monitor the register, ensuring those who are on site externally or within the headquarters are signed in and out accordingly.
- Responsible for all incoming and outgoing post, sorting through mail and ensuring it is distributed to the relevant person.
- Responsible for maintaining and ordering stationery for all departments and keep inventory of stock.
- To assist and carry out general administration for the company; maintaining office systems, including data management and filing.
- Arrange weekly travel and accommodation for all staff members when required.

- Organising and maintaining the diaries of Directors and making appointments when requested.
- Dealing with incoming emails, faxes and post for the Directors.
- Producing documents, including quotations, briefing papers or reports when required.
- Ensuring the Directors are well prepared for meetings; gathering information and producing documentation when required.
- Supporting internal and external meetings with reports, agendas and minutes.
- Collating and filing the Board's expenses.
- Managing recruitment for the company.
- Providing support for the sales team when required.

What you'll get:

As well as offering you the opportunity to join a very successful, family-run business, the right candidate will also be provided with:

- A competitive salary
- 25 days holiday per annum (plus bank holidays)
- Bonus Scheme
- Pension scheme

How to apply:

If you think you are the right candidate for this fantastic opportunity at Richard H. Powell and Partners Limited, please submit your CV alongside a covering letter to Kiera Boden, kiera@powell.co.uk