

## Job description

Job title: **Administrative Assistant**

Reports to: **PA to Chairman and CEO**

Overall purpose:

Under the direction of the PA to the Chairman and CEO, to provide a comprehensive diary management and administrative support service to members of the Executive Management Team (EMT), and their departments.

Principal accountabilities:

### **Diary Management**

- Proactive diary management including the scheduling and rescheduling of internal and external appointments and meetings. Organise meetings on behalf of the EMT members' managers when necessary.
- Make travel and accommodation arrangements within and outside the UK, according to company policy. Prepare itineraries, directions and timetables as necessary.
- Help with the coordination of team meetings, on- and off- site, including organising lunches and refreshments when necessary.
- Support new starters by arranging Facilities and HR induction meetings, organising individual induction programmes, and booking them onto corporate induction programmes.
- Assist HR with the arrangements for interviews for departmental vacancies.
- Assist with the organisation of Long Service Award presentations and Living the Values awards, etc.

### **Administrative support**

- Assist with production and distribution of agendas well ahead of meetings and organising papers.
- Assist with the processing of incoming correspondence (email and regular mail) and ensure that urgent issues are highlighted and responded to in a timely manner.
- Assist with the preparation of documents and correspondence quickly and accurately, and in accordance with professional standards and OPP's house style.
- Assist with the preparation of documents for conferences, publications, etc, in the required format. Create high quality PowerPoint presentations from draft, including suggestions for formatting and presentation.
- Process expense claims and credit card statements, collating receipts and coding as necessary.
- Ensure that all invoices are correctly coded and recorded as necessary.
- Maintain electronic and paper based filing systems and ensure that all documents are filed promptly, accurately and securely.

**General**

- Undertake special projects as allocated by the PA to the Chairman and CEO (e.g. researching information, summarising articles, collating and analysing data, etc).
- Participate in the OPP post rota, reception cover and other organisation wide needs.

Carry out other such duties as may reasonably be required, commensurate with the grade of this post.

This job profile is current as at the date shown below. In consultation with the post-holder it is liable to variation by management to reflect or anticipate changes in or to the job.

## Person Specification

Factor	Essential	Desirable	Means of Assessment
Professional qualifications /training	Good level of education including English and Maths	<ol style="list-style-type: none"> <li>1. Secretarial training / qualification</li> <li>2. Educated to degree level, or equivalent</li> </ol>	CV/ Interview
Relevant experience	<ol style="list-style-type: none"> <li>1. Experience in a similar administrative support role in a busy office environment</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of professional services environment</li> <li>2. Experience of working in a team</li> </ol>	CV/ Interview
Knowledge	<p>Advanced skills in the following packages:</p> <ul style="list-style-type: none"> <li>• MS Word</li> <li>• MS Outlook</li> <li>• MS Excel</li> <li>• MS PowerPoint</li> </ul>		Testing
Job specific skills	<ol style="list-style-type: none"> <li>1. Ability to work independently from high level instructions</li> <li>2. Ability to build relationships at all levels of the organisation, up to and including senior managers</li> <li>3. Able to identify ways of working efficiently and implement them</li> <li>4. Strong written and verbal communication with very good grammar and spelling</li> <li>5. Confident to work with numerical information and sense check it</li> <li>6. Ability to draft correspondence from outline details</li> </ol>		CV/ Interview

Competencies	<ol style="list-style-type: none"> <li>1. Passion, commitment and drive</li> <li>2. Resilience and flexibility</li> <li>3. Client Focus</li> <li>4. Team working</li> <li>5. Interpersonal effectiveness</li> <li>6. Written communication</li> <li>7. Commercial Focus</li> <li>8. Innovation and Initiative</li> <li>9. Planning and organisation</li> <li>10. Technology orientation</li> <li>11. Integrity</li> <li>12. Problem solving and judgement</li> </ol>	13. Self development	Interview/ Psychometrics
Special requirements	<ol style="list-style-type: none"> <li>1. Able to work core hours of 9-5.30 with flexibility, given reasonable notice to start earlier (8am) and later (up to 6.30pm) on occasions</li> </ol>		

## Summary of main terms and conditions of employment

The terms and conditions of employment applying to the position are as follows:

### 1. Salary

Commensurate with experience

### 2. Benefits

- 25 days paid holiday, plus up to five days unpaid leave per annum
- Free individual private healthcare or dental cover
- Group personal pension scheme where OPP matches individual contributions between 3% and 5% (eligible to join after three months)
- Life assurance, paying four times salary
- Parking available on site
- Employee Assistance Programme
- Child care voucher scheme

3. The contractual notice for staff in the above post is 1 month on either side during the first year of employment, and two months thereafter.
4. The probationary period is 3 months.
5. Hours of work: 37½ hours per week. Some adjustment to hours may be possible to accommodate those requiring flexibility.

### Applications

To apply, please email your CV with a covering letter to the Human Resources Department, OPP Ltd, Elsfield Hall, 15-17 Elsfield Way, OX2 8EP.

Email: [careers@opp.eu.com](mailto:careers@opp.eu.com)

For further information, visit the OPP Website at [www.opp.eu.com](http://www.opp.eu.com)