

JOB DESCRIPTION

JOB TITLE: Executive Assistant to CEO

RESPONSIBLE TO: CEO

LOCATION: Ferham House Rotherham

The Executive Assistant to CEO sits within the Business Support Department, with direct accountability to the Company CEO, building on strong foundations already in place, the post holder will work with all colleagues across Exemplar Health Care to ensure maximum efficiency for the Organisation.

Key Objectives

- Work closely with CEO and his Executive team to accomplish their day-to-day tasks and objectives by managing schedules and executive communications, as well as managing a wide range of high-level administrative tasks including, handling of corporate documents and arranging large-scale events.
- Successful line management of the Business Support Department that primarily facilitates administrative support to colleagues around the business, as well as continuously reviewing and improving relevant administrative processes or systems.
- Working with Estates and Health & Safety colleagues to maintain an optimum working environment at Ferham House.

Key Responsibilities

- Acting as the point of contact among executives, colleagues, clients and other external partners
- Managing information flow in a timely and accurate manner
- Complex Diary Management including coordination of external Board meeting schedule
- Travel / Accommodation, Meeting and Conference Venue bookings
- Email Management, read/respond to Own, CEO, Business Support, Enquires, Ferham House
- Liaising with PE - Ares, Chairman, NED, Bankers, Lawyers, Consultants
- Working on sensitive / confidential projects
- Cash expenses: CEO plus delegate approval for CEO direct reports / Business Support
- Credit card expenses: CEO plus delegate approval for CEO direct reports
- Production of a variety of correspondence from self, on behalf of CEO or company
- Production of reports, papers, PowerPoint presentations
- Attend, and or Chair meetings a variety of meeting - take minutes and actions where applicable
- Project or Action management – using ASANA
- Finance Management - Invoice/Purchase Orders - Approver for CEO, Business Support, Legal, Ops – Caresys. Raising MEX/CEX requests
- Line Management of Business Support Team
- Budget forecasting for Business Support Department

- Events Management - internal and external, workshops, Board meetings, dinners, parties, conferences
- Ferham House Office Management – from internal office moves, liaising with contractors, associated purchasing of any item required, coordination of general repairs and overseeing maintenance compliance / PAT testing, Fire Risk Assessment
- On-boarding of new Executive Team members
- Desk top research
- Source new suppliers, hotels, meeting venues, catering suppliers, etc
- Dealing with phone calls, internal staff queries, complaints
- H&S Responsibility for Central office including the management of Fire Wardens & First Aider
- Adhoc projects

Key Skills

- Work experience as a C suite Executive Assistant, Personal Assistant or similar role
- Excellent MS Office knowledge
- Outstanding organisational and time management skills
- Ability to multitask and prioritise tasks
- Attention to detail
- Excellent verbal and written communication skills.
- Professionalism, discretion and confidentiality

Personal Attributes

Professional, Confidential, Diplomatic, Optimistic, Adaptable and Approachable

General

All colleagues are required to undertake the following:

- Carry out other duties as will, from time to time, be directed
- Carry out all duties in a safe manner having regard for the health, safety and welfare of self, staff, service users and other persons within the home
- To make positive contributions to all internal and external quality and/or best practice measures/processes
- To fully comply at all times with the company policies and procedures and to take responsibility for own actions/inactions
- Undertake appropriate training and development to ensure statutory compliance and maintain appropriate professional registration
- To share and model the company values and expected behaviours at all times
- To act in accordance with workplace legislation/requirements including Health & Safety, Equality and Diversity and Data Protection
- Participate in appraisal and supervision processes within the statutory guidelines
- To participate in all employee engagement activities including team, departmental or other staff meetings as required and contribute to company staff survey
- In accordance with the Health & Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist employees in the performance of their role; therefore, changes to employee's duties may be necessary on occasion. This job description is intended to be flexible, does not provide an infinite list of tasks, and therefore may be varied from time to time.

I confirm I have read and understand this Job Description

Name of Post holder:

Signature:

Date:

Person Specification

Key – Application Form (AI); Interview (I); Assessment (AS); Presentation

Requirement	Essential or Desirable	How tested
Education/Qualifications		
Higher Certificate in Administration or Business Studies	Essential	AF/I
Private Secretarial Diploma	Desirable	
Certification or thorough knowledge MS Office applications	Essential	AF/I
Certification or knowledge in Project Management	Desirable	AF/I
Professional Membership in Business or Administration	Desirable	AF/I
Experience		
Proven experience of Executive Assistant role	Essential	AF/I
Proven experience of working at Board or Executive level	Essential	AF/I
Experience in developing processes to improve efficiency and effectiveness	Essential	AF/I
Experience of managing a Team	Essential	AF/I

Skills and Aptitude		
Excellent influencing, networking, communicating and negotiating skills.	Essential	AF/I/P
Being able to work on own Initiative.	Essential	AF/I
Giving and receiving feedback.	Essential	AF/I/P
Understanding how to manage change.	Essential	AF/I
Working independently to deliver multiple projects	Essential	AF/I
Comprehensive knowledge of Microsoft applications	Essential	AF/I/P

Values and Behaviours Can demonstrate their alignment with the FIRST values Fun Integrity Responsive Success Teamwork	Essential	AF/I/P
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