**Job Description**

**Job Title:** Executive Assistant (Part-time)

**Hours and work pattern:**  21 hour per week over 3 days

**Base:** Glasgow office

Executive Assistant responsibilities include:

* Acting as the point of contact for the board and executive team regarding meetings, minutes and so forth
* Managing information flow in a timely and accurate manner to and from the executive team and across organisation
* Organise executives’ calendars and set up meetings
* Organise board and committee meetings, including note taking and diary management
* Company secretariat development

Job brief

We are looking for an Executive Assistant to perform a variety of administrative tasks and support the executive team and organisation (including non-executives)

Executive Assistant’s responsibilities include managing calendars, board meetings and committee meetings, note taking, making travel arrangements and preparing a variety of reports. To be successful in this role, you should be well-organized, have great time management skills and be able to act without guidance.

Ultimately, you will contribute to the efficiency of our organisation by providing personalized and timely support to executive members.

Main Responsibilities

* Act as the point of contact for the executive team regards meetings, diaries etc
* Manage information flow in a timely and accurate manner
* Manage executives’ calendars and set up meetings as required
* Make travel and accommodation arrangements for executives and non-executives as required
* Format information for internal and external communication – memos, emails, presentations, reports
* Take minutes during meetings: predominantly board and executive meetings but others as required
* Screen and direct phone calls and distribute correspondence as necessary
* Check and maintain diaries as required
* Work on various projects to support engagement and delivery
* Other duties as required

Requirements and skills

* Work experience as an Executive Assistant, Personal Assistant or similar role
* Excellent MS Office knowledge
* Outstanding organizational and time management skills
* Familiarity with office equipment and applications
* Excellent verbal and written communications skills
* Discretion and confidentiality