

Executive Assistant

Hours of Work: 30

Place of Work: The role is hybrid but expectation of office presence (Wolverhampton) to coordinate with the MD's presence.

Reports To: James Crowter MD

About us:

We started up over 30 years ago, with the aim to make the lives of Manufacturers and Distributors easier and our aim has remained steadfast ever since. We like to think we have come this far because our customers know we want to help them - in the best way possible.

Microsoft Dynamics 365 is our tool of choice to help our customers achieve their business goals and we help our customers succeed because we believe in leading with business objectives, not technology. We take the time to develop an understanding of each customer's business while encouraging and educating them about best-practice processes.

We are a Great Place to Work® Excellence in Winner (over numerous years) and by having the right team in place (with the relevant skills and experience) as well as enjoying what they do and where they work, means we can deliver the projects that make a real difference to our customers.

Our obsession has always been to use technology to make our clients' businesses more efficient, and our people are critical to us in achieving this goal. With our people as our most valuable asset, our involvement in Great Place to Work® means we can continuously benchmark and improve our peoples' experiences to build and sustain great customer experiences.

A little bit about our MD

Our MD is a respected technology industry leader who over thirty years has built several business that now employ over 200 people and turnover in excess of £20m. They include a consulting company (www.tecman.co.uk), a software company (www.cleverdynamics.com) and a events company (www.directions4partners.com).

In addition he has shareholdings and non-exec responsibilities in a number of other commercial and community organisations.

He is also passionate about community and skills, working extensively with and recognised by Microsoft & the UK Government for his achievements.

What he is not, by his own admission, is organised. Often super optimistic, he overcommits his time and needs someone with the confidence to challenge his assumptions.

Having relocated to Devon before the pandemic, activity and travel is now extensively resuming and he realises that he needs help.

Overall Responsibilities of the role:

You will play a pivotal role in providing first class support primarily to our MD and the Leadership Team, as well as supporting the HR and Finance Department and you will represent both the Company and its interests with professionalism and integrity.

To provide high quality, professional and confidential administrative support you will be the central point of contact and responsible for organising critical tasks and managing deadlines whilst providing highly effective, efficient and proactive support, whilst demonstrating exceptional organisational capability and persistence.

This is a busy and varied position and we are looking for someone skilled in creating and maintaining meaningful and strong relationships to both support the multiple businesses but also to enhance the MD's efficiency and effectiveness.

In addition we ask that you are open to new challenges and are prepared to be seconded onto strategic and ongoing projects, coordinating with teams and ensuring deadlines are met.

Main Areas of Responsibility:

- Management of a complex and busy diary including prioritisation and proactive forward planning, inbox management, drafting correspondence, coordinating & scheduling meetings and booking appointments.
- Communicating and dealing with enquiries on behalf of the MD, that are well researched, accurate and timely.
- Extensive travel planning with detailed itineraries for all UK and overseas travel – to optimise time management
- Prepare agendas, presentations and documents for meetings and support with note taking as required – this includes carrying out any research so that the MD is fully-briefed ahead of meetings
- Support projects within the function and across the Companies as required
- Identify effective working practices and areas for improvement and inputting effective solutions
- Ability to streamline procedures and implement efficient record keeping and data management.
- Arrange internal and external events as required
- Provide Social Media support on behalf of the MD as well as researching and identifying opportunities using LinkedIn.

Skills and Experience:

Essential

- Previous experience working as PA/EA or similar capacity
- Excellent verbal and written skills
- Proficient in Microsoft packages – especially Word and PowerPoint
- Ability to build relationships at any level
- Knowledge of professional services or consulting principles
- Attention to detail
- Good social media skills; in particular LinkedIn
- Ability to multi task & prioritise

- Must have the ability to work independently as well as part of a team

Desirable

- Advanced knowledge of Microsoft Outlook, Teams, Word, Excel, PowerPoint & Windows

About you

You will be personable, enthusiastic and willing to undertake your responsibilities to the best of your ability to ensure the highest standards

We want you to have unlimited patience combined with the ability to repeatedly cajole! And more importantly, to have fun!

Other information

On occasion (particularly one week early November) there is a requirement for you to travel with the MD to conferences and act as organiser to ensure that all required commitments are fulfilled.

Whilst the majority of this role is EA support, you should also be prepared (and happy) to provide additional support relating to a wide range of tasks including Finance admin, HR admin and personal research and support.

We are passionate about our employee's development, and we value potential and a growth mindset as much as experience and expertise and we therefore encourage you to apply, even if you feel you don't meet all of the requirements of the role as mentorship, coaching, development and support will be provided.

In return we will:

Support your development journey, help you grow and offer:

- A competitive salary depending on experience.
- Competitive Annual Leave - in addition, you will be entitled to an extra day's holiday for each calendar six-month period completed with no sick leave.
- Access to our Employee Assistance Programme – offering a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues.
- Pension scheme: eligible to join the company pension scheme 3 months after your start date with matched contributions up to 3%.
- Death in Service: you will be enrolled in our Company Death in Service Scheme (unless you wish to opt out) – the cover is for 4 times your salary.
- Private Health Insurance – you are able to join our Company Health Scheme upon commencement of employment

Diversity and Inclusion

Tecman is committed to promoting equality of opportunity for all employees and job applicants. We aim to create a working environment in which all individuals can make the best use of their skills and can express and develop their potential, from the moment they are hired and throughout their career, by offering a diverse and inclusive community that respects individuals and enables them to strive for success in order to contribute positively to the business, free from discrimination or harassment.

Tecman reserves the right to close the vacancy before the stated closing date if a high volume of applications is received. Due to the volume of applications we receive, we are not able to provide detailed feedback to applicants that we not shortlisted.

You must have the legal right to live and work in the United Kingdom.