

Job Description	Personal Assistant to Marketing & Export Sales
Reporting to	PA to Group MD
Company Value	We are A spirational, we are C ustomer Centric, We are One T eam, We I nnovate, We O wn It, N ow. These values serve as guiding principles that shape the culture and behaviour of the organisation. These values encompass integrity, innovation, teamwork, customer focus and a commitment to excellence.
Purpose of Role	To provide an effective personal assistant, secretarial and administrative service to the two Group Heads, administrative service to the teams working in Unit 1.04 and ensuring the smooth and efficient running of the Brigade Facility
Key Responsibilities	Proactively seek opportunities to personally assist the Group Heads and teams on projects like launch events, webinars, driving key meeting cadence (Trading meeting, PM update meetings) ensuring pre-meetings completed and follow up completed. • Support corns teams on driving corns cut through to a wider internal UK and global audience. • Managing the day to day running of Unit 1.04. • Provide effective administrative support to teams as requested, such as booking travel, organising, meetings, attending meetings where appropriate. • Assist in the management of departmental training needs.
Key Tasks	• Support Unit 1.04 OLT Members & their departments in a) Meeting management b) Travel management c) Organise Conference calls/virtual video conferences d) Diary Management e) Taking Minutes f) Input to annual planning process input from Group team • Support teams on major launch events and conferences. • Managing staff welfare and stationery

Drives Performance	Focuses on the Customer	Collaborates Widely	Communicates Effectively	Grows Self and Others	Leads Innovation	Role Models the 5 Values
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- Liaising with Brigade staff and customers and providing back-up to colleagues when needed and managing customer/stakeholder queries etc.
- Processing Monthly expenses claims.
- Running regular report from key reporting tools and reporting to management

Person Specification

- Proven track record of 3+ years in secretarial & PA skills within the Automotive industry or experience Engineering teams.
- Proven experience in privacy management & maintaining confidentiality.
- Efficient and confidential processing of all high-level correspondence and other paperwork
- Self-assured and confident when dealing with customers, sales and marketing personnel and management.
- Strong verbal and written communication skills for effective interaction.
- Decision-making skills, especially in high-pressure situations.
- Flexibility to adapt to changing circumstances and priorities.
- Strong organisational and multitasking abilities to manage multiple priorities effectively.
- Attention to detail in planning, execution, and follow-through.
- Proven track record of achieving and exceeding goals and objectives.
- Proactive, enthusiastic, and driven.
- Flexibility to work beyond normal business hours when required.

Employee Signature: _____

Date: _____

