



Job Specification

Position	Personal Assistant
Reporting to	UK Managing Director
The Company	Brigade Electronics plc, established in 1976, is a global market leader in reversing safety and all-round visibility for commercial vehicles. The Brigade group is based in the UK, has subsidiary companies in the USA, Canada, Germany, France, Italy, Poland, and The Netherlands, and is in partnership with over 50 specialist distributors worldwide.
Purpose of Role	To provide an effective personal assistant, secretarial and administrative service to the Managing Director
Key Responsibilities	<ul style="list-style-type: none"> To maximise the Managing Director's efficient use of time by dealing personally with agreed aspects of his daily workload and proactively seeking improvements in this respect. Provide administrative support to the wider UK business, covering both office and field-based staff. To provide effective secretarial and administrative support across the wider Brigade Group to other Directors, Managers and colleagues as required. To manage projects delegated by the Directors from time-to-time. Support other PA staff across the Brigade Group as required.
Key Tasks, but not limited to	<p>Specific MD support</p> <ul style="list-style-type: none"> Help organise MD's diary and manage workload Review and manage MD's e-mails as appropriate Open the MD's post and handle pro-actively as much as possible Preparation of MD's monthly expenses Take on specific tasks as directed by the MD <p>Travel</p> <ul style="list-style-type: none"> Book UK and international travel and hotels for MD, management and sales teams Assist overseas visitors with travel and hotel arrangements. <p>People</p> <ul style="list-style-type: none"> Arrange UK Inductions for new starters Assist in organising training for UK staff

	Document title Job Description – PA to MD (UK)		Page 1 of 4
	Revision no. 1	Issue Date July 2019	

	<ul style="list-style-type: none"> • Manage team's sickness and holiday charts • Organise Team building / Social Events for the team <p>Meetings</p> <ul style="list-style-type: none"> • Organise UK meetings and telephone conference calls • Organise refreshments/lunch for UK meetings if required • Minute-taking in UK Management Meetings and other meetings as required <p>Other responsibilities</p> <ul style="list-style-type: none"> • Manage the Approved Fitters / Brigade Service Partners process to ensure installation partners are fit for purpose and hold relevant documentation and insurances • Ownership of UK Risk and Opportunities log, updating as required by UK management team to highlight areas for action • Maintenance and management of company car records • Appointed Fire Marshall for UK office • Provide back-up to colleagues, including answering the telephone and dealing with customer queries etc • Conduct banking duties in support of UK Finance team when required
<p>Limits of Authority</p>	<p>Up to £5,000 for purchasing office and facilities equipment, consumables and services, plus corporate travel and accommodation bookings.</p>

Person Specification

Essential	Desirable	
<p>Education and Training</p> <ol style="list-style-type: none"> 1 Educated to A level or equivalent 2 High standard of numeracy and literacy 3 Minimum grade C GCSEs in maths and English 4 Practical on the job business skills 5 Fluent with essential IT software; Word, Excel, PowerPoint etc 6 Minimum 65 wpm typing speed 	<ol style="list-style-type: none"> 1 English and Maths A levels 2 Professional Secretarial Training 3 Administration Diploma (IAM) 4 European language 5 80 wpm typing 	
<p>Experience and Skills</p> <ol style="list-style-type: none"> 1 Proven track record of 5+ years in secretarial skills, including use of shorthand 2 Proven track record of 5+ years in PA role 3 Proficient in taking and processing of orders 4 Database management 5 Staff recruitment and training 6 Event organisation 7 Efficient and confidential processing of all Director level correspondence and other paperwork 8 Multi-tasking capability 9 Proficient project management 10 Innate time manager 11 Team working, co-ordinating activities with other staff 12 Commercial negotiation skills 	<ol style="list-style-type: none"> 1 Shorthand 2 Sales Administration Supervisory role 3 Worked within similar market-place organisations. 	
<p>Personality and Motivation</p> <ol style="list-style-type: none"> 1 Self-assured and confident when dealing with customers, sales and marketing personnel and management 2 Innate team player 3 Determination to follow through with personal team goals 4 Administratively sound and highly organised 5 Thirst for learning 6 Natural respect for company and colleagues 7 Flexibility to work beyond business hours when necessary 		
	<p>Document title Job Description – PA to MD (UK)</p> <p>Revision no. 1</p> <p>Issue Date July 2019</p>	<p>Page 3 of 4</p>

Interpersonal Skills 1 Intuitively supportive of staff under supervision 2 Influential skills to achieve positive results 3 Diplomatic, tactful with high level of discretion	
Communication & language skills 1 Effective oral and written communicator 2 Excellent grammar and punctuation 3 Ability to deal effectively with enquires by telephone	