

A.A. AGENCY LTD

Please note all our employers are Local Authority.

JOB DESCRIPTION	
Job Title	PA
Locations:	Newham, Waltham Forest, Tower Hamlets, Islington, Camden, Richmond, Twickenham, Kensington & Chelsea, Bromley, Southwark, Wandsworth, Greenwich, City of London Etc.
Rate:	£12.00 p/h

CRB Required.

Main Duties & Responsibilities

1. Management of a secretariat, reception service or other team of support staff.
2. Management of incoming correspondence, assessment of priorities and decisions on actions to be taken.
3. Compose correspondence and reports on a range of non-straightforward issues on behalf of the manager/Director requiring a significant amount of original composition.
4. Management of a complex diary, to include making decisions on the acceptance of invitations, time to be allocated to meetings and appointments, and as necessary, the persons to be present.
5. Deal with a range of issues personally, making decisions on non-straightforward matters as appropriate, to include liaison with internal and external contacts at the highest level.
6. Organise high profile events such as departmental open days, conferences and seminars.
7. Organise any matters in connection with office administration, to include making decisions on what to do, when and by whom.
8. Undertake original research work on non-straightforward matters on behalf of the manager/Chief Officer.
9. Plan agendas for meetings, including the determination of appropriate paperwork and documentation to be circulated.
10. Actively seek to implement the Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

11. Actively seek to implement the Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
12. To undertake any other duties that may reasonably be requested appropriate to the grade