



<b>Job title:</b>	Personal Assistant to the Managing Director
<b>Department:</b>	Office
<b>Reporting to:</b>	William Butler-Adams, Managing Director
<b>Hours:</b>	Approximately 25 hours a week
<b>Staff reporting:</b>	None

### **About the Company**

Brompton Bicycle manufactures, in its factory in West London, a bike that is generally considered the best portable bike there is. The company is privately-owned, successful and profitable, and we have good relationships with our distributors and users.

Sales have grown steadily from the outset, and the company recently won Queen's Awards for Enterprise in both the International Trade and Innovation categories. About 2/3 of output is exported, with Germany and the Netherlands historically being the largest overseas markets, but sales are growing strongly everywhere, especially in Asia, other parts of Europe and North America.

Demand often exceeds our ability to supply, though great efforts have been made to raise output over recent years and should exceed 30,000 this year.

### **Job Purpose**

To provide an efficient and responsive administrative, organisational, and logistical service to the MD, helping him to manage and prioritise his time. You will be responsible for providing full secretarial assistance to the management team during absences to ensure a high level of service is maintained. This position will be of key importance within the organisation and the successful candidate must have previous secretarial and administrative experience within a fast-paced customer facing environment. You will be able to demonstrate the ability to effectively plan and organise your workload and the initiative to resolve issues quickly in an appropriate manner.

### **Main duties**

- Manage and maintain the MD's diary and email account.
- Filter emails, highlight urgent correspondence and print attachments.
- Organise inbound emails into the appropriate folders and any relevant information to be copied into the correct file on the hard drive.
- Respond to emails as much as possible, dealing with appointments, requiring Bio or photos etc.
- Ensure busy diary commitments, papers and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers etc. and troubleshooting problems.
- Conduct weekly diary meetings with the MD to discuss upcoming engagements, invitations and other requests.
- Schedule on behalf of the MD meetings between him and his direct reports and the committees and groups to which he is a member.
- Coordinate travel and accommodation requirements in connection with others and ensure arrangements in place for the MD match his requirements.
- Filter general information, queries, phone calls and invitations to the MD by redirecting or taking forward such contact as appropriate.
- Ensure the MD is fully briefed on, or prepared for, any engagements he is involved in. Keep and maintain an accurate record of papers and electronic correspondence on behalf of the MD.
- Prepare correspondence on behalf of the MD, including the drafting of general replies.
- Minute general meetings as required and complete research on behalf of the MD.
- Keep and retrieve files.
- Ensure guests meeting with the MD are well taken care of.
- Provide a service that is in line with the MD's work habits and preferences.

## **Additional duties**

To attend supervision, training and meetings as and when required. You may be required to perform other ad-hoc tasks around the factory that may be deemed necessary.

## **Person Specification**

- Be aware of Health and Safety standards; along with a high understanding of Dignity and Diversity in the workplace
- A good deal of common sense, etiquette and an ability to think on one's feet
- Ideally educated to degree level (A' level education considered)
- A minimum of four years PA/secretarial experience at a senior level
- Shorthand and excellent typing skills, speed and accuracy essential
- Good computer literacy (MS Office, Excel, PowerPoint)
- Excellent organisational skills
- Excellent communication skills, both verbal and written
- Professional telephone manner
- Proven ability to work under pressure and to tight deadlines
- Bright, confident personality
- Well presented
- Highly personable
- Flexible and mature approach with ability to work unsupervised
- Willing to travel

## **Desirable skills**

- A second language such as French, Spanish or German

**Prepared by:** *Michelle Nolan*

**Date:** *5<sup>th</sup> December 2011*

*To apply please send current CV with covering letter to Michelle Nolan – [michelle@brompton.co.uk](mailto:michelle@brompton.co.uk) – closing date 30<sup>th</sup> December 2011*

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.