

# Vacancy

## DIRECTORS PA (Part-Time)

We presently have a vacancy for a Directors PA. The successful candidate must be able to work independently, be highly organised, with a flexible confident attitude.

### KEY RESPONSIBILITIES:-

- Provide secretarial/administrative services to Directors
- Compile and distribute weekly/monthly reporting of sales
- Booking and organising of exhibitions, arranging stand equipment and booking UK & overseas travel arrangements
- Track tender notifications, keeping management informed.
- Minute meetings for sales exhibitions and health & safety
- Part complete and assist with Tendering and pre-qualification questionnaires
- Any other tasks that are reasonable and commensurate with the role
- Liaise with management to ensure accreditations remain in place and up to date.

Full Job Description available upon request.

CV's to [kerry.daley@wessexlifts.co.uk](mailto:kerry.daley@wessexlifts.co.uk)

CLOSING DATE 15.12.17

An Equal Opportunities Company