

Executive Assistant to the Managing Director at Numatic International Ltd, Chard

From cordless solutions to customisable janitorial systems and advanced floorcare equipment with on-hand training, Numatic delivers professional, practical, and reliable equipment, designed, engineered, and made right here in Chard in the South West of the UK.

Known for the Henry and Hetty vacuum cleaner and independently rated the UK's most reliable vacuum brand, Numatic understands the need and demand for sustainable cleaning solutions. Longevity, efficiency, serviceability, and recyclability are the four values that construct the Numatic Sustainability Formula. Above all else, the most sustainable products are those that you can use day after day, without fail, for many years.

About the role:

The role will provide comprehensive and confidential executive administration support services to the Managing Director (MD) of the Company for part of the working week on an as needs basis. This will include diary management, taking minutes at meetings as well as producing weekly reports and analysing data. The role will also involve carrying out research for the MD and Senior Management Team and producing thorough reports as well as presenting this information back to the SMT where appropriate.

In addition, the role will assist in other areas of the business such as Sales, HR, Operations, Admin, and IT providing executive assistance as needed.

Main Duties:

- Manage the MDs' diary providing for all appointments and meetings, ensuring a manageable schedule is maintained.
- Provide a daily and weekly overview of forthcoming events with documentation as required.
- To arrange and assist with meetings as requested, including booking rooms, venues, providing refreshments, preparation of materials and minute taking, to ensure their timeliness and smooth-running.
- Ensure an exemplary customer focussed reception to the MD's telephone callers, screen incoming calls, and where appropriate solve problems and queries without reference to the MD
- Researching and analysing data and producing reports as required by the MD and other Senior Team members presenting reports as needed across the business
- Take, produce, and circulate minutes from meetings following up on actions as needed
- Assist in the collation and preparation of management information and reports as required by the MD
- Devise and manage systems which improve the efficiency of administration in relation to the role
- Work across various teams to provide additional support where needed

About you:

- Must be educated to A level or equivalent work experience
- Demonstrable experience of diary management whilst successfully working in a senior executive environment with strong organisational skills.
- Proven experience in creating, analysing, and presenting board level reports.
- Confident and proficient in IT skills, including Word, Outlook, Excel, PowerPoint, and Teams.
- Experience of creating and managing databases for use at a senior level.
- Confident to present figures and reports to senior employees and stakeholders.
- Must have a full driving license to conduct occasional travel for business needs.
- Ability to take minutes at Senior level meetings.
- Knowledge of Numatics products desirable.
- Ability to work flexibly across teams assisting other departments as required.
- Experience of working to tight deadlines and meeting targets.

Salary: £25,000 - £30,000 per annum depending on experience

How to apply:

See our advert on Indeed [Here](#)

Or send your CV and covering letter to jobs@numatic.co.uk

Closing date: 30 April 2021

NO AGENCIES PLEASE

