

An exciting vacancy has arisen for a
PA to the CEO

Job Title: PA to Chief Executive Officer

Responsible to: Chief Executive Officer

Responsible for: To ensure the smooth running of the CEO office

Main purpose of job

- To ensure the smooth running of the CEO office
- To take responsibility for Human Resources administration for the Business

Main Responsibilities

- Ensure the effective running of the CEO office through diary management; meeting attendance and general organisation as appropriate.
- Deal with all company post and distribute to the relevant parties in a timely manner
- General office and administration support to the management team when requested and deemed appropriate
- Keep all personnel files up to date - recruitment, induction, development, appraisal, disciplinary and grievance procedures, remuneration and benefits and personnel administration.
- Assist with grievance procedures where requested
- Assist with annual induction and training programmes where appropriate
- Management of work experience programme
- Maintain a high level of confidentiality in all areas of work
- Assist with accidents/claims documentation and information as requested

Should you wish to apply for this exciting position, please email your CV and letter to Emma Barry emmabarry@chillfactore.com by 10th February 2012