|  |  |  |  |
| --- | --- | --- | --- |
|  | Check Point Threat Extraction secured this document |  | [Get Original](https://usercheck.cloud.the-mtc.org/UserCheck/PortalMain?IID=%7b373F4086-38D3-8EAF-5E07-E3D3F13438C1%7d&origUrl=) |

**Job Description**

**Job Title: Executive Assistant**

**Career Level: Level 5**

**Department or Business Sector: MTC Training**

**Location**: **Ansty, Coventry**

**Reporting to (manager’s job title):** Managing Director - MTC Training

|  |  |
| --- | --- |
| **Heading:** | **Description** |
| 1. **Job Purpose** | * To provide comprehensive administrative support to the Executive Team Member(s) * To ensure the Directors receive the support and information necessary to run all aspects of the MTC business effectively, in line with the business plan. * To ensure confidentiality is maintained at all times. * Provider wider administration support for the team. * Provide cover/assistance for other PA’s within the MTC Group. |
| 1. **Communication** | * Excellent communication and interpersonal skills, with the ability to communicate effectively with people at all levels, both written and verbal. * Clear and precise communication given in a timely manner to key stakeholders |
| 1. **Innovation** | * Proactive and flexible approach to work with the ability to take responsibility for achievement of tasks * Research and provide internal and external information for the MTC Directors as required. |
| 1. **Knowledge** | * Strong secretarial/administrative skills with previous 6+ years’ experience working in a similar role, including formal minutes and actions. Strong numeracy and literacy skills. * Sound commercial and financial awareness. * Excellent experience and knowledge of the Microsoft suite packages. * Good customer relations skills. * Able to work independently and within a team-focussed environment. * Able to respond to frequently changing priorities and handle a diverse workload. * High level of personal integrity. * The ability to recognise and maintain confidentiality and use discretion at all times. * Ability to achieve defence clearance status. * Production of monthly and quarterly operations/board papers. |
| 1. **Person Specification** | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:   * Acting responsibly, putting MTC’s interests ahead of personal ambition; * Providing inspirational leadership to all who come in contact with you; * Delivering in the broadest sense a great working environment; * Leading with humility, honesty and integrity in all that you do; * Promoting teamwork, supporting through difficult times and collectively celebrating our successes.   In addition:   * Diary management for MTC Directors, arranging meetings, co-ordinating room bookings and catering as appropriate * Co-ordinate travel arrangements, car hire, train tickets, air travel and hotel bookings. * Create and maintain a confidential filing system. * Manage the MTC Directors calendars and ensure they have appropriate papers ahead of meetings. * Attend meetings and take minutes. * Collate and distribute papers for meetings as required. * Undertake general typing and administration duties as requested by the MTC Directors. * Any other duties as appropriate to the grade and role of the post holder. |

**Definitions**

**1. Job purpose:**

*Provide an overview of the job, its context in the company;*

*Describe the level and scope of influence and authority that the position should have (is this within the immediate job area or more widely across a business unit or potentially the business as a whole?);*

*Describe the level of impact by reference to the daily scope of the role – does the role holder follow clearly defined procedures under close supervision or is there latitude to set objectives or even strategies?*

**2. Communication:**

*Outline the scope, extent and nature of the communication that this role is responsible for, on a regular basis;*

*What communication skills are required? (to convey information, to reach agreement, to manage communication?);*

*What is the context: internal or external?*

**3. Innovation:**

*To what extent is the role holder required to identify, develop and make improvements to ideas, techniques, procedures, services or products?*

*What is the level of complexity? (are problems generally in one area and well defined or are they multi-dimensional?)*

*Is the role holder expected to make minor changes or to enhance or replace entire processes?*

**4. Knowledge:**

*What is the nature and extent or depth of knowledge required in this job to achieve objectives and add value?*

*Knowledge may be acquired through formal education and/or work experience;*

*First specify the depth of knowledge to be applied and then identify whether the role holder would apply the knowledge as a team member, team leader or manager of teams.*

**5.** **Person Specification:**

*The type of person suitable for the role:*

*For example, does this require someone who enjoys working with lots of detailed data, or someone who enjoys working with customers or potential customers;*

*Would this role be suited to someone with high levels of resilience and an aptitude for working under pressure, to meet deadlines?*

*What sort of prior experience would be necessary or helpful?*