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**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

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| **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.
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| 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
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| 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.
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| 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.
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| 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.
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**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?*