

Current Vacancy:

Personal Assistant



Head Office



Closing Date: 29th Feb 2024



40 Hours Per Week



Competitive

About Us:

We're a growing family-run independent Builders' and Plumbers' Merchant with over 160 years' experience in the supply of building materials to local tradespeople, businesses, and DIY customers across our network of 37 branches in the north of England and online.

Our success is down to our exceptional people and family values, providing our customers with a 5-star service and expert advice. As one of the "1000 UK companies to inspire" for 2 years, we are committed to investing in our employees. We'll support you in your training and development throughout your career with us.

What you'll be doing:

As a Personal Assistant at JT Atkinson & Sons, you will play a crucial role in supporting our Managing Director with day-to-day business operations. You will be responsible for a wide range of administrative and organisational tasks.

Qualifications/Experience Required:

- Previous experience in a similar role, providing support to senior management.
- Strong organisational and time management skills.
- Excellent communication and interpersonal abilities.
- Highly proficient in office software (e.g., Microsoft Office suite).
- Ability to handle sensitive and confidential information with discretion.
- Accurate minute taking ability.

As the Personal Assistant to the Managing Director and Ad-Hoc Directors, you will be the right-hand person, providing exceptional support in a wide range of tasks. Your responsibilities will include but are not limited to:

- Daily post and office supplies order
- Facilitate Director meetings -rooms/refreshments.
- Organise and prioritise office maintenance process inc correct charge backs.
- Monitor utilities usage.
- Manage Long Service award process.
- Collate MI for Director meetings.
- Control Company credit card procedure.
- Organise travel/diary management of Directors.

What we can offer:

We know that our colleagues are our greatest strength, so we've created a benefits package that means we attract the best candidates. From a competitive salary, enhanced holidays, endless training options, staff discount and our annual profit share, all of which are available to all our permanent employees.

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| • Profit Share | • Cycle to Work Scheme | • Life Assurance |
| • Enhanced Holidays | • Generous staff discount | • Company Social Events |
| • Training Courses | • Long Service Award | • Free on-site parking |

How to apply:

Please send your CV with a cover email to Emma Winter, HR Manager at emma.winter@jtkinson.co.uk or via our Indeed advert.

Questions about this role?



Telephone.

01642 378808



Email.

recruitment@jtkinson.co.uk