



Executive Assistant

Competitive Salary - Depending on experience

Arkle Finance are currently seeking a professional Executive Assistant. This role will provide executive secretarial support with a high standard of professionalism and dedicated service to the Executive Director and will also support Senior Management Team.

Key Responsibilities:

- Ensuring all executive administration is completed to the highest standards and filed for recalling where necessary, within the required timescales, including accessing directors' emails and actioning accordingly
- Co-ordinating meetings and presentations
- Provide comprehensive diary management, including electronic management of Meeting Room calendars
- Ensure all necessary travel arrangements are arranged and details communicated accordingly
- Operate as first point of contact for all telephone calls, providing high standards of customer service always, ensuring a confident, positive manner, making sure any complaints are directed to the appropriate director/ departmental manager whilst remaining professional and calm
- Prepare, review and proof read all correspondence and confidential documents
- Collate Committee agendas, papers and minutes, taking minutes where necessary, noting action points and ensuring director follows up within designated timescale
- Provide support and organise as necessary various hospitality events throughout the year

Skill Requirements:

- Excellent administration and literacy skills
- Ample experience as an Executive Assistant reporting directly to senior management
- Strong organisational, project management and problem-solving skills with impeccable multi-tasking abilities
- Self-motivated, flexible and work well under pressure
- PC Literate and strong typing skills
- Ability to interact effectively at all levels within the company, both internally and externally
- Excellent communication skills/telephone manner and confident personality
- Organisational skills and ability to work to deadlines
- Handling confidential and sensitive matters

We are looking for someone who has gained relevant experience, ideally within the asset finance industry or a similar environment. You will be a confident individual with impeccable multi-tasking abilities, excellent communication skills and integrity to handle confidential and sensitive matters for this role based at our Wellingborough office.

To apply please send a CV and covering letter to lwright@weatherbys.co.uk

Arkle Finance upholds the principles of equality and diversity and actively promotes opportunity for all employees, both current and prospective.