

JOB DESCRIPTION

Role Title:	Personal Assistant to Managing Director	Location:	Bildeston
Department:	Pre-Contracts		
Reports to:	James Taylor / Sarah Warren	Direct Reports:	None

Role Overview:	Responsible for assisting the Managing Director with day-to-day administrative tasks and providing general support to the Business Development Team.		
Roles & Responsibilities:	• Demonstrate appreciation for the need of confidentiality across the role • Familiarisation with who is who and what projects they are on for ease of interpretation of instructions • Take messages from phone calls / phone management • Expenses management including company credit card and invoices • Record Business Millage • Organisation of emails and responding without instruction where required • Formatting emails • Writing emails from dictation and correcting grammar and offering advice on structure • Coordinating multiple diaries • Ensuring diaries are up to date at all times including all details such as full location • Recognising appointments in diaries and preparing any required documents for these including maps and travel directions, in addition to literature in a timely manor • Booking travel and accommodation and providing all relevant paperwork and information • Any other duties the Company may ask you to perform • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures		
Necessary Skills/Aptitude/ Knowledge/ Experience:	• High level of integrity • The ability to constructively advise where necessary • Good time management and time keeping • Ability to prioritize workload and deal with busy deadlines • Excellent attention to detail • Very organised • Proficient in Microsoft office – Excel, Word, Outlook		
Desirable Skills/Aptitude/ Knowledge/ Experience:	• The ability to deal with confrontational situations with a controlled demeanor • Customer service experience • High level of confidence engaging with clients, Board member and team		
Qualifications: (Desirable to do the job)	• GCSE English / Maths		
Key Internal Relationships:	• Board Members • Senior Managers • TMJ Team		
Key External Relationships:	• Clients • Suppliers / Sub-Contractors • Family		
Prepared By:	Sarah Warren / Rian Thomson	Date:	HR Updated - Sept 2025