



Role: PA to Chairman and Office Manager
Location: Watford
Salary: up to £40,000 depending on experience
Working Hours: 40 hours per week, Mon to Fri
Start Date: Immediate

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues in the UK providing a number of services including; internal and external traffic management, security & stewarding and crowd management services.

About the role:

We are seeking a dynamic individual, reporting into the Chairman but also representing the Directors of our company, to help them to achieve their day-to-day business objectives, as well as making a wider contribution with additional management responsibility over and above a traditional PA role within the office. We require someone who will show initiative and be able to work under pressure. You will have excellent communication skills along with a good eye for detail with the ability to multi-task. This is a busy role and so someone who can work to a fast pace will be essential. We are seeking someone who thinks and acts ahead, making sure our MD and Directors are well organised in advance of work commitments. The role will be based at CSP's Head Office; however, occasional national travel may be required.

Responsibilities will include, but are not limited to; Full diary management and being aware of director movements at all times, manage logistics of site visits/meetings, arranging meetings/lunches/dinners, organising room bookings etc, preparation for meetings, taking minutes and pursuing relevant action points that arise, ad-hoc special projects for the directors as required, being proactive in reminding the directors of meeting attendance and pre-empting needs for meetings – e.g. ensuring travel, paperwork, attendee lists, reports, files, pre-meets etc. are organised, email management for our chairman, organising after work events such as dinners and staff socials, helping prepare presentations for bid work (you will need to be strong on PowerPoint with visuals, graphs and also animation of pp slides), produce and/or assist with the production of CSP's service agreements for new and existing clients, planning of board meetings, attendance and production of clear and concise meeting minutes where required, managing all other office administration processes and facilities for the directors.

About you:

Proactive and able to anticipate and prepare for all eventualities, multi-task to a high degree and able to adapt quickly to changing demands, impeccable organisation skills and working last minute when required, strong interpersonal skills, ability to work under pressure, good Excel and Microsoft Word Skills, excellent spelling and grammar with 55+ wpm typing speed.

Benefits include:

- 23 days paid holiday per year, rising to 25 days + Bank Holidays
- Life Assurance (4 x annual salary)
- Private Medical Insurance
- Cycle to Work & Tech schemes

To apply for the role, please click this link <https://jobs.talentspa.co.uk/talentspa/search/vacancy/all/1/4677221?iframe=true>



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