

Job Description



Position Title	Executive Assistant to MD and Management Team
Department	Executive Support

Core Hours	Monday to Thursday 08.30 – 17.00 Friday 08.30 – 16.15 Flexible mindset to work additional hours and/or vary hours depending on workload and to suit current requirements
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About ASL:

ASL is an ever-growing international company specialising in the support of legacy equipment across the military and defence product range.

We operate from four sites within the Surrey and Sussex Area and have international offices in our key market areas.

Our purpose is keeping things moving to save lives and protect what matters. We live by the philosophy of 'Never a problem, always a solution'.

The Role:

Your primary support will be to the Managing Director with secondary support to the management team who require varying levels of assistance. This is a diverse role, and you will be a well organised individual who enjoys juggling a number of tasks whilst not letting any of the balls drop!

Key Responsibilities:

- Act as the first point of contact for the MD dealing with correspondence and phone calls
- Organise the MD's inbox and create a priority schedule
- Reminding the MD of important tasks and deadlines
- Carrying out research on behalf of the MD
- Manage the diaries for the MD and Management Team organising meetings and appointments
- Booking and arranging global travel, transport and accommodation
- Organising events and trade show attendances including overseas exhibitions
- Attend meetings, compile and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures / administrative systems
- Liaising with suppliers and customers on behalf of the MD and Management Team as required
- Management of miscellaneous issues

Key Skills:

- 2+ years previous experience supporting at Director or Executive/Management team
- Discretion and trustworthiness: You will often be party of confidential information
- You will have a positive attitude and a genuine enthusiasm for the work that will be undertaken
- Flexibility and adaptability
- Organisational Skills and the ability to multi-task
- Good oral and written communication skills
- The ability to be proactive and take the initiative
- Tact and diplomacy excellent interpersonal skills

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- Detail-orientated
- Focused and responsive
- A knowledge of standard software packages and the ability to learn company-specific software if required
- Full driving licence is essential