

Job Description

EA to the General Manager



Purpose

We are looking for an experienced EA to provide a dedicated support service to the General Manager to ensure the smooth running of all office based functions.

Key Tasks and Responsibilities

1. Handle incoming and outgoing mail and emails for the General Manager, prioritising and replying as appropriate.
2. Manage the General Manager's diary and documents to ensure he is prepared and has the relevant paperwork for each meeting.
3. Arrange meetings for the General Manager whilst ensuring that the schedule and travel requirements are practical.
4. Organise meetings including booking meeting rooms, ordering and setting out working lunches, preparing refreshments and taking and circulating minutes as required.
5. Travel to off-site meetings to provide admin support.
6. Organise travel arrangements, visas and prepare itineraries for both local and international travel.
7. Prepare PowerPoint slides and other communication tools and arrange for video messages to be recorded.
8. Collate expense receipts and match against credit card statements, keep track of hotel loyalty card points and air miles, and record monthly personal car mileage for the Finance Team.
9. Develop good working relationships with other leaders and their assistants to ensure clear and effective communication is in place.
10. Liaise with staff at the National Ministry Centre to ensure efficient working practices are maintained and AoG policies and procedures are followed.
11. Support the Admin Team at the National Ministry Centre and National Leaders Office and assist with general tasks as required.

Financial Authorities

Tbc

Reporting Line

Responsible to: General Manager

PERSON SPECIFICATION EA TO THE GENERAL MANAGER

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • GCSE in English 	<ul style="list-style-type: none"> • A level 3 or above qualification in a relevant area
Experience	<ul style="list-style-type: none"> • Previous experience in a PA/EA role 	<ul style="list-style-type: none"> • Previous experience within a religious organisation
Skills	<ul style="list-style-type: none"> • Proficient in the use of Mac, Microsoft office, Google suite and other relevant software. • Excellent written & verbal communication skills. • The ability to work accurately with a high attention to detail • Effective time management skills – be able to prioritise work and meet deadlines. 	
Personality	<ul style="list-style-type: none"> • Good interpersonal skills. The ability to engage with people at all levels • Self-motivated but able to work as part of a team. 	
Misc.	<ul style="list-style-type: none"> • Comfortable working in a Christian organisation. • Experience and knowledge of Christian ministry • A full UK driving licence and access to a vehicle • Be able to work flexibly and be able to commute between Manchester and Mathersey as required 	