

An exciting opportunity has arisen for an Executive Assistant to join the Executive Support Team within Corporate Services. We are seeking a talented and driven professional to support the Chief Financial Officer to efficiently and effectively fulfil their strategic responsibilities for a diverse portfolio comprising: Corporate Finance, Procurement, Estates, Fleet, ICT, Digital Services Division, collaboration as well as National Policy and external leadership role. However, the successful applicant could be asked to support any one of the Chief Officer portfolios during their employment.

The role will require the applicant to undertake diary management, preparation of files and minute taking as well as general administration duties. You must be able to manage competing priorities in a busy, dynamic organisation. You will have excellent organisational skills and the ability to work calmly and effectively under pressure. You must also be able to work effectively as part of the Executive Support team to ensure a consistent service is provided to all Chief Officers.

To discuss this opportunity further please contact Lisa Cloke on 01656 869205 or ext 20205.

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