

HICKORY

Job Title: Personal Assistant (PA)

Permanent Position: 4/5 days per week – hours flexible

Salary: DOE

Holidays: 28 days plus birthday off

Purpose of the role

Hickory is seeking a super organised and professional Personal Assistant (PA) to join our diverse business. We're a dynamic, exciting, and forwarding-thinking company which delivers outstanding food & drink experiences at incredible venues across Edinburgh and beyond.

Hickory is a well-established yet growing marketing leader, and in line with our growth plans our Managing Director, and Exec team needs the support of a PA to help with the day to day running of the business with administration and secretarial tasks. Confidentiality, discretion and diplomacy are key attributes required.

Multi-tasking is a must, you'll be doing everything from project managing, coordinating diaries, taking notes, and scheduling meetings to organising small events and assisting with travel trips - it's a busy but varied day.

In return you will be part of an amazing team working for a SME at a time of great expansion, with an amazing bunch of colleagues (well we think so!) with personal and professional development opportunities.

Ideally you will have worked for a SME previously in a PA role and have a minimum of 1 years' experience.

Key accountabilities

- To provide day to day administration support
- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organising meetings and appointments – internal and external
- Booking and arranging travel, transport and accommodation
- Organising events and conferences and team outings
- Compose, proofread and format internal and external communications and announcements on behalf of the MD
- Reminding the manager/executive of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff, suppliers and clients
- Collating and filing expenses
- Conducting research on behalf of the manager
- Project management, actioning tasks and decision making as required
- Organising personal commitments as and when required
- HR tasks and online filing
- Embody the culture and values of Hickory and be a front facing ambassador at all times.

Skills and Competencies Required

- Previous experience as a PA, preferably working with a SME
- Minimum 1 years' experience in a similar role
- Ability to prioritise, multitask and complete tasks within given timeframes and deadlines
- Excellent administration skills with proven high-level attention to detail
- Excellent IT skills
- Confidentiality
- Discretion
- Diplomacy
- Solid communication skills, both written and verbal.
- Integrity and honesty
- Strong planning and organisational skills
- Proven ability to plan and manage work programmes, deal with conflicting demands and meet tight deadlines.
- Strong presentation and reporting skills to support effective communication
- Hold a current UK license and access to car