



Personal Assistant

Norwich

The Role

We are looking for an experienced and motivated Personal Assistant to join our dynamic Administration Team in Norwich. You will be part of a leading and fast growing East Anglian accountancy firm that has six offices across the region. The full-time role involves the perfect candidate being an integral asset to one of our Directors/Portfolio Managers, assisting with all matters relating to the Directors'/Portfolio Managers' duties within Aston Shaw.

Key Responsibilities

- Overseeing and managing the Director's/Portfolio Manager's incoming and outgoing emails, including responding to important communications in a prompt and professional tone
- Diary, meeting and appointment managing for the Director/Portfolio Manager, ensuring meetings and conference calls are planned effectively
- Coordinating calendars with other senior staff to allow for smooth day-to-day operation of the business
- Act as the first point of contact for important client and business enquiries that come in to the Director
- Preparing meeting minutes, reporting and research where required
- Liaising with other Directors/Portfolio Managers and department heads where needed
- Managing the Director's/Portfolio Manager's expenses and business travel if necessary
- Other ad-hoc project work as required

Requirements

- Minimum 2 years' experience in Personal Assistant/Administrative support
- Excellent written and verbal communication skills
- Ability to work well independently
- Experience handling confidential information with discretion
- Able to prioritise workload effectively and manage time to ensure deadlines are met
- Computer literate with good working knowledge of the full Microsoft Office suite
- Conscientious and positive approach to tasks
- Strong customer service skills and ability to create and form long-lasting relationships with staff and clients alike



Any questions?

Email careers@astonshaw.co.uk

Why Join Us?



We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Christmas Bonuses
- Pension Scheme
- Childcare Vouchers
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- Dress Down Fridays
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to careers@astonshaw.co.uk or apply via the form on our careers page on our website: www.astonshaw.co.uk/careers.



Any questions?

Email careers@astonshaw.co.uk