

Job Description

Job Title	Executive Assistant
Department	Office General
Location	Bathgate, travel as business needs require. Hybrid.
Reporting to	Managing Director
Line Manager to	N/A
Key Relationships	Managing Director, Operations Director, Senior Management Team, H&S, HR, IT, Finance, Customers, Clients, SSG Senior Management.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of Role

Everwarm are one of the UK's leading independent energy services providers delivery energy efficiencies to our communities, an achievement that is driven by our talented and knowledgeable Directors and Senior Management Team. We have a unique opportunity for an Executive Assistant to support our Directors and wider SMT. You will be an independent and passionate individual who can be relied upon by our Directors to ensure their time is maximised; effective communication is delivered to all key stakeholders, experience with confidential and sensitive matters due to the level of seniority of the roles you will support; and be able to build and develop invaluable working relationships with the Directors and wider SMT.

Key Responsibilities:

- Responsible for the development and maintenance of a wide range of general administrative and support services to the Managing Director and their wider Senior Management Team.
- Timely and accurate diary and meeting management
- Provide comprehensive administration support to the Managing Director and the wider Senior Management Team
- Compilation of monthly Board Reports, tracking actions ensuring completed timeously
- Attending ad hoc meetings to take minutes as required
- Arrange travel and accommodation for the Managing Director and wider team as required
- Organise end to end Company events, local and across the wider Sureserve Group.
- Support HR
- Support HSE including the coordination of liability insurance claims
- Expenses and credit card reconciliation
- Contract review and renewal of company properties
- Effective gatekeeper

Job Description

Qualifications

- No formal qualifications are required for this however you must have extensive EA/PA experience and can demonstrate and provide examples of your abilities to provide fundamental support to Directors and Senior Management Team.

Skills, Knowledge, and Experience.

- EA/PA experience or relevant transferable skills
- Extensive administrative skills.
- Construction background would be beneficial but not mandatory
- Grow relationships with key stakeholders and clients
- A comprehensive range of secretarial, administrative, and organisational skills, with the ability to prioritise your own workload
- Have a pragmatic and common-sense approach to changing priorities
- Experience of managing and handling sensitive and confidential information at various levels
- Excellent communications skills
- Strong attention to detail
- Sound working knowledge of MS Office 365 packages, outlook, word, excel, PowerPoint

Additional Requirements:

- Disclosure Check/DBS
- Full Clean Driving License

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access and 6 counselling sessions.
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Get rewarded for innovation! Maybe you are the next James Dyson? Our Innovation Station rewards employees and their ideas that help continuous improvement across the business.
- Enhanced Maternity and Paternity Leave as part of our family-friendly benefits.
- A Flexible Benefits Scheme (including buy and sell holidays, bike to work scheme, and Healthshield care plan).
- Access to working group representatives including our ERC, Gender & Equality, and Ethnicity & Diversity for your voice to be heard and help us keep that personal touch.
- The opportunity to join our Sharesave Scheme to become a shareholder in the Sureserve Group and start saving today!
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g., Everwarm Family Fun Day, Summer BBQ, Christmas Night out!