



## **OFFICE ASSISTANT / CEO'S PA**

We are looking for a full time Office Assistant / CEO PA, to join our friendly, dynamic team. This is a fast-paced role for an eager person who will be an essential lynchpin within a ground-breaking organisation. CALM partners with agencies and brands to run national campaigns that promote mental and emotional wellbeing. We also run a helpline that in 2018 received just under 100,000 calls and chats.

We have grown massively in the last 2 years and are developing new opportunities on a daily basis and as this growth continues and we help more people, we need to ensure the efficient and smooth running of the operational side of the business.

The Office Assistant / CEO's PA role will be a key part in this.

### **The Role (including but not limited to) ..**

#### **CEO's PA**

- Inbox and diary management
- Organising travel and accommodation
- Organising venues for events / staff days
- Taking meeting minutes and following up on actionable items
- Processing CEO's expenses
- Proof-reading and presentations

#### **Office Management**

- Responsibility for all visitors, phone calls to the main phone line and incoming emails to the corporate email inbox
- Meet and greet: professional guest greeting and recognising regular guests; greeting new employees
- Ensuring the office is always tidy and understand the important of first impressions. Passionate about our high standards and on time.
- Assist with ordering catering for meetings, events, stationery and kitchen supplies
- Inbound and outbound post, working with fundraising team where necessary
- To be fully aware of the meeting room diary and always able to plan, priorities and complete the set-up and clear-down of the meeting room on time

#### **Culture**

- Work with the Office Manager to create a productive, efficient and enjoyable environment for all staff including internal and external events, parties, ongoing HR / Culture development
- Guests and volunteers - create a welcoming environment for all visitors and callers to our HQ



### **Skills and experience**

- A good understanding of G Suite, Trello and Slack
- Excellent oral and written English
- Minimum of 2 years experience in a similar role
- Ability to work on own with a fluctuating work load
- Experience working in either a charity, or for a similar non-profit fast paced environment
- Ability to implement priorities, manage multiple tasks and work to tight deadlines and high service levels
- Strong problem solving skills with high attention to detail

### **Who you are**

- You are bright, switched on Office Assistant / PA with superb communication and strong interpersonal skills
- Have proven experiences supporting an individual, as well as a large team in a fast paced, ever changing environment.
- You are friendly and confident to work alongside a CEO
- You are proactive and adaptable, and assess and manage potential issues before they arise.
- You have a flawless attention to detail and have exceptional time management
- You have an energetic and enthusiastic approach to work, are positive and friendly

### **Salary and Benefits**

- Full time, Permanent role
- Salary DOE
- Unlimited annual leave
- Healthcare
- Cycle to work scheme
- An amazing opportunity to make a real difference working for a charity that's saving lives
- Location: Waterloo. The hours of this role are 9.30am to 5.30pm, Monday to Friday.