

# JOB PROFILE

<b>Job Title:</b>	PA to Enterprise Director
<b>Service Area:</b>	Enterprise
<b>Grade:</b>	5
<b>Reporting Manager:</b>	Director of Enterprise
<b>Direct reports:</b>	None

## Job summary:

Providing comprehensive administrative and organizational support to the Enterprise Director. Act as a key point of contact for internal and external stakeholders, managing complex diaries, coordinating meetings, whilst actioning correspondence. Maintain the highest standards of professionalism, confidentiality, and customer service at all times.

## Key responsibilities:

Provide proactive administrative support to the Enterprise Director.

Manage complex diaries, meeting schedules, ensuring effective prioritisation of workload.

Organise and coordinate meetings, including preparation and circulation of agendas, reports and supporting documentation.

Attend meetings as required and produce accurate minutes, actions logs and monitor actions arising.

Act as a first point of contact for internal and external stakeholders.

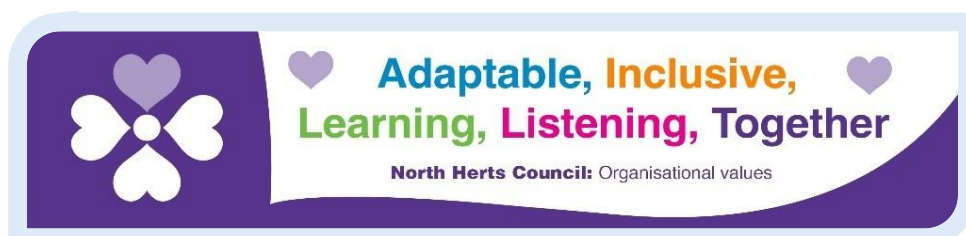
Draft, proofread and distribute correspondence, reports and presentations on behalf of senior officers.

Contribute to continuous improvement of administrative processes and support arrangements.

The post holder will work collaboratively across services and partner organizations to support the effective delivery of council priorities and strategic objectives.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](#)



<b>Key Requirements:</b>		<b>Essential desirable</b>
<b>Qualifications:</b>	Educated to GCSE standard or equivalent.	E
	Basic level certificates in Word and Excel.	D
<b>Job related experience &amp; knowledge:</b>	Excellent keyboard skills and use of Microsoft Windows and Microsoft Office suite of programmes.	E
	Knowledge of administrative practices including diary management, meeting coordination, and effective record management.	E
	Excellent communication skills for engaging with a variety of stakeholders.	E
	Project and programme support, including the coordination and monitoring of actions, milestones and deadlines.	D
	Experience managing and monitoring inboxes and responding to enquiries in a timely manner.	D
	Experience working to deadlines and managing competing priorities,	E
<b>Skills &amp; attributes required for the role:</b>	Confident in conversing in fluent English which is sufficient to fulfil all aspects of the role.	E
	Excellent organisational skills with the ability to manage competing priorities.	E
	Ability to manage complex diaries, coordinate meetings and arrange events effectively.	E
	Experience in minuting meetings, with the ability to accurately record discussions, decisions and actions.	D
	Strong attention to detail and accuracy.	E
	Experience in supporting senior executives, directors or leadership teams.	E
	Self-motivated and able to work independently with minimal supervision.	E
<b>Other:</b>	Experience of working as part of a team.	E

\*E = Essential D = Desirable

Signed.....Employee

Date.....

