



Job Title: Executive Assistant to Managing Director  
Main locations: Morecambe and Lancaster  
Reporting to: Managing Director  
Salary: Circa £25,000 dependent on experience, plus Company bonus

The Managing Director requires an Executive Assistant to assist in all aspects of the MD job role, from managing diary appointments and arranging travel, to assisting in preparation for presentations and proposals and researching our industry.

**Duties and Responsibilities:**

- Planning global and domestic travel and accommodation
- Event planning
- Managing the calendar of the MD, booking in and scheduling meetings where requested
- Ensuring the MD is briefed for all appointments and engagements
- Attend meetings and take minutes, communicating and following up action points
- Preparing presentations
- In depth research for strategic presentations and proposals
- Travel with potential overnight stays
- Managing the inbox of the Managing Director to prioritise and categorise emails

**Person Specification:**

- Assertive
- Excellent manner
- Appropriate written and verbal skills
- Well presented
- Highly personable
- Able to maintain confidentiality

**Qualifications/Experience:**

- Experience in using Microsoft Word, Excel, and Power Point is essential
- Flexible and mature approach

To apply for this role please send your CV to [recruitment@ictreverse.com](mailto:recruitment@ictreverse.com)

The closing date is 10th June 2022.