



Job Title: Personal Assistant
Location: Kilmarnock
Contract duration: Permanent

This is a varied and challenging role working across various platforms and reporting directly to the Managing Director.

The successful candidate will be responsible for:-

- Providing direct assistance to the Managing Director;
- Co-ordinating directors diary and responding to enquiries relating to his availability;
- Arranging any travel requirements;
- Pro-actively tackling issues related to administrative processes;
- Providing general administration support;
- Organising and arranging events.

The preferred candidate will have the following skills/attributes:-

- Excellent organisational skills;
- High degree of confidentiality;
- Ability to manage own workload;
- Ability to handle a range of situations while prioritising work load;
- Ability to work on own initiative but as part of a team where necessary;
- Good verbal and written communication skills;
- IT experience in Word, Excel and Outlook;
- Accounts experience (not essential but beneficial);
- Previous experience in a PA/Administration Assistant Role.

This role requires a high level of discretion and confidentiality at all times.

Please send completed applications or CV's to vacancies@microtech-group.co.uk.



