



Job Title: Group Personal Assistant (Group PA)

Job Summary:

The Group Personal Assistant (Group PA) will be a key partner to senior executives, enhancing their productivity by managing a blend of corporate, group, and personal responsibilities. This role requires exceptional organisational, communication, and interpersonal skills to balance diverse priorities.

Key Responsibilities:

1. Executive Support

- **Diary and Schedule Management:** Coordinate complex schedules, optimise time, and manage appointments and travel for executives.
- **Communication Handling:** Manage emails, calls, and correspondence; prepare high-quality documents and presentations.
- **Meeting Preparation and Follow-Ups:** Organise meetings, summits, and events, ensuring preparation of agendas, taking minutes, and following up on actions post-meeting.
- **Travel Arrangements:** Plan and coordinate business and personal itineraries, managing any arising issues.
- **Document Management:** Maintain accurate, confidential records and files.
- **Expense Management:** Process expense claims, credit card statements, and manage budgets where required.

2. Group Companies Support

- **Board Meetings:** Organise agendas, and logistics with precision and timeliness.
- **Leadership Summits:** Plan/support biannual MD summits, managing venues, speakers, and post-event evaluations.
- **HR Assistance:** Support Group HR manager with updating documentation and policy rollouts.
- **Financial Processes:** Handle expense claims and support group-level invoicing.

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3. Family and Personal Support

- **Family Meetings:** Organise family meetings with professional presentations, speakers, and agendas.
- **Financial Administration:** Manage dividend vouchers, pension scheme reporting, and related tasks.
- **Personal and Family Travel:** Plan and execute personal and family travel arrangements for the Chairman.
- **Personal Errands and Appointments:** Manage personal errands, including family and household needs, appointments, and social engagements.

4. Administrative and Office Support

- **Document Preparation:** Draft reports, correspondence, presentations, and other important documents.
- **Filing and Record-Keeping:** Ensure efficient digital and physical filing systems, maintaining confidentiality. Maintain and update Companies House records including statutory books.
- **Event Coordination:** Organise corporate events, client dinners, conferences, and team-building activities.
- **Office Management:** Manage office supplies and ensure that the executive has all necessary tools to perform efficiently.

5. Stakeholder Management

- **Managing Relationships:** Act as the point of contact between the executive and internal/external stakeholders, including clients, business partners, and senior leadership.
- **Internal Communication:** Facilitate communication across departments to ensure smooth workflow and timely updates.



6. Ad-Hoc Responsibilities

- Undertake a variety of ad-hoc tasks and projects, demonstrating initiative and problem-solving abilities.

Skills and Qualifications:

- **Organisation:** Expertise in managing complex schedules, priorities, and multifaceted tasks.
- **Communication:** Outstanding verbal and written communication skills with a polished, professional approach.
- **Problem-Solving:** Proactive, resourceful, and capable of resolving challenges effectively and under pressure.
- **Discretion:** Demonstrates impeccable handling of sensitive and confidential information.
- **Technical Proficiency:** Skilled in all Microsoft Office products and project management tools.
- **Flexibility:** Adaptable to changing priorities and able to work effectively in dynamic environments.

This position offers an exciting opportunity to support senior leadership, contributing to both business and personal tasks while maintaining a high level of professionalism and attention to detail. The Executive Personal Assistant plays a pivotal role in ensuring the smooth running of executive operations and supporting key initiatives.