

**CANDIDATE 24090**

**PROFILE**

This candidate is now looking to return to work after taking time out to raise their child and is now looking for short term temporary assignments.

Previously, they worked for their last employer for over six years and spent the majority of their time there working as PA to the Chairman and Company Secretary. This was a varied role where they were responsible for liaising with clients, organising diary and travel arrangements, taking minutes at meetings as well as helping out with HR administration. They thoroughly enjoyed this role and would welcome the opportunity to use the skills and experience developed in this role.

This candidate is considering both full and part time opportunities on a temporary basis.

**Skills:** Word, Excel, PowerPoint, Lotus Notes

**Location:** 20 Mile radius of Burford

**Available:** Immediately

**Salary:** Circa £7.00ph

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Armstrong Appointments offer a candidate replacement **FREE OF CHARGE\*** -  
Up to 8 weeks after commencement of employment or **100% REFUND\***

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*Recruitment Specialists for Permanent Placements and Temporary Assignments in  
Board-Middle Management/Executive Administration/Sales & Marketing/Office Support*

## Candidate 24090

### Personal Profile

A self motivated individual with excellent communication and organisational skills, and a proactive approach. Having worked as a senior level P.A. for a number of years, I am used to working to tight deadlines whilst still producing high levels of accuracy and maintaining confidentiality. I cope very well under pressure when faced with large volumes of work through prioritisation.

I am happy to work on my own initiative or as part of a team and have a flexible attitude in any work situation, maintaining high levels of professionalism, along with a commitment to always give 110%. I have proved that I am a trustworthy and reliable individual and consider myself to be friendly, personable and with a good sense of humour.

### Qualifications/Skills

8 GCSE's (grade C and above) incl. English Literature, English Language, Maths, Business Studies, French, Design, Biology, Humanities

RSA Typing 1 & 11(distinctions) – approx. speed 90 wpm  
Some Shorthand & speedwriting

PC Skills: Microsoft Office incl. Word, Excel, PowerPoint, Lotus Notes (for client and personnel databases), Email/Internet, Microsoft Project, bespoke web site administration

### **Beaumont College of Natural Medicine Bournemouth**

<b>ITEC</b>	Anatomy, Physiology & Holistic Massage <b>Distinction</b>	(June 05)
<b>IEB</b>	Reflexology Diploma <b>Distinction</b>	(Mar 06)
<b>ITEC</b>	Indian Head Massage <b>Distinction</b>	(Sept 06)
<b>IFPA</b>	Aromatherapy <b>Distinction</b>	(Sept '07)

## **Employment**

Relocated from Poole, Dorset, to the Cotswolds in October 2007 and have been a Mother/housewife since.

### **July 2007 – October 2007**

#### **Administrator to Company Secretary/Group Finance Director**

Returned to AFL at the Company's request to work on a number of specific projects including an audit of all HR systems and migration of Finance dept. to BACS supplier payment system.

### **25<sup>th</sup> September 2006 – June 2007**

Complementary Therapist (p/t)

### **1<sup>st</sup> December 2006 – April 2007**

Complementary Therapist (p/t)

### **October 2000 - August 2006**

#### **P.A. to Chairman / H.R. (P.A. to Company Secretary)**

Joined as P.A. to the Chairman for one of the South Coast's largest advertising agencies and continued in this role until January 2005 when I took the decision to initiate my career in complementary therapies. However, I was delighted to be asked to continue my employment with AFL whilst studying and moved over to a part-time role in the newly created Personnel department, working directly alongside the Company Secretary. This enabled me to dedicate sufficient time to my college studies until leaving in August 2006 to practise as a self-employed therapist.

#### **Duties as a P.A.:**

- Reviewed Chairman's incoming post daily and actioned accordingly.
- Interacted with senior level business clients, often of large Plc's, acting as a first point of contact in the Chairman's absence and as a direct contact for clients when relationships had become established.
- Interacted daily with senior management on business and staffing issues.
- Organised and maintained Chairman's diary, co-ordinated meetings, organised travel/accommodation.
- Provided secretarial support including dictation of letters, reports, proposals, minutes of management meetings, preparation of presentation materials.
- Arranged and co-ordinated ad-hoc client and staffing events such as golfing events, dinners, client presentations and staff year end events for in excess of 140 people.
- Project managed the construction of the new Company website and continued daily administration of the site.
- Worked alongside Company Secretary on all HR admin.

- Acted as ISO Quality Coordinator regularly auditing the external ISO Quality Representative, maintained the Company's ISO Quality System and ensured that client complaints were recorded and actioned accordingly.

**Duties in H.R. as P.A. to Company Secretary:**

- Inducted new employees on a one to one basis covering personnel issues, Contracts of Employment, training etc.
- Organised and scheduled internal and external training for new and existing employees.
- Administered the Company's confidential personnel database, in addition to general administration including issuing job offer letters, Contracts of Employment, Company Handbooks and responding to prospective job enquiry letters.
- Maintained accurate personnel records for staff and benefit schemes e.g. group personal pensions, private dental scheme, leisure club memberships, taxi facility, holiday and sickness records.
- Scheduled annual staff appraisals and produced relevant paperwork for managers and staff.
- Liaised with recruitment agencies for temporary and permanent vacancies.

**March 1998 - September 2000**

**Project Manager & Office Administrator**

Initially employed as Office Administrator having full responsibility for all administration and office processes, including involvement in finance. Provided full secretarial support to the M.D. and three Board Directors in their respective roles. Promoted to Project Manager in December 1999 to oversee the construction of client website design projects, involving resource management, project planning and overseeing a team of four Web Designers.

**October 1994 - December 1997**

**P.A. to Managing Director / Media Assistant**

Joined as a Media Assistant and promoted to P.A. to the Managing Director after 12 months.

**July 1989 to August 1994**

**Compliance Clerk**

Joined as a Life & Pensions Administration Clerk and subsequently promoted to Compliance Clerk to monitor training and testing of financial advisors in accordance with the Financial Services Act.

**Hobbies**

Outdoor activities - country walks & horse riding, complementary therapies, cooking, spending time with friends and enjoying life!