**Senior PA**

Our client is UK’s second-largest leisure venue operator and they are looking for a Senior PA to support a key member of the Board. The role will be primarily based in Woking but some travel to their London offices will be required.

**Your role will include:**

* Monitoring phone calls and emails, responding if required
* Diary management
* Organising travel, expenses and itineraries
* Preparing various communications and reports
* Minute and note taking during meetings
* Draft correspondence and any other documentation including PowerPoint presentations
* Process expenses
* Research as required

**Experience and skills required:**

* Previous experience supporting board-level members
* Self-motivated and proactive with flexibility
* Excellent diary and time management skills
* High level of confidentiality and discretion
* Able to communicate effectively, both verbal and written, across all areas of the business
* Strong IT skills – especially MS Office

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".