**Personal Assistant**

Our client is a family run business located on the outskirts of Slough and they are looking for a PA to join their team. You will key role will be to ensure the seamless flow of day-to-day operations through exceptional administrative support. You will be a master communicator, proficient in Microsoft Outlook, and possess exceptional organizational prowess.

**Key Responsibilities:**

* Undertake a diverse range of administrative tasks, to include booking appointments, managing diaries, data entry, typing and document control.
* Handle incoming calls and emails with promptness and professionalism.
* Maintain office orderliness by overseeing inventory of supplies and equipment.
* Assist with bookkeeping tasks as required.
* Organise travel arrangements and accommodations when necessary.

**Experience Requirements:**

* Demonstrated track record in a PA or similar administrative roles.
* Strong administrative skills coupled with impeccable phone etiquette.
* Exceptional organizational abilities with acute attention to detail.
* Effective task prioritization and time management skills.
* Familiarity with office management systems and procedures.
* A driver with a car due to the location.

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".