Job Title: Personal Assistant

Location: Manchester, UK

Salary: £25,000 - £30,000 per annum, depending on experience

Our client is a leading marketing agency based in Manchester and they are currently seeking a Personal Assistant to provide comprehensive support to the Managing Director. The successful candidate will be a highly organised and efficient individual with excellent communication and interpersonal skills.

Key Responsibilities:

* Managing the Managing Director's calendar, scheduling appointments and coordinating meetings
* Drafting and preparing documents, presentations and reports for the Managing Director
* Providing support for travel arrangements and coordinating itineraries
* Managing correspondence, including email and phone calls
* Coordinating and organising events, meetings and conferences
* Undertaking research and producing reports as required
* Assisting with general administrative tasks, such as filing, photocopying and scanning

Skills and Experience:

* Previous experience as a Personal Assistant or similar role
* Excellent communication and interpersonal skills
* Strong organisational and time management skills
* High level of attention to detail and accuracy
* Proficient in using Microsoft Office and other office software
* Ability to work independently and as part of a team
* Discretion and the ability to maintain confidentiality

Qualifications:

* A degree or equivalent qualification is desirable, but not essential

If you are interested in this opportunity and meet the above criteria, please submit your CV and covering letter.