

JOB DESCRIPTION

JOB TITLE:	Personal Assistant to the Chief Executive
REPORTING TO:	Chief Executive
JOB PURPOSE:	<p>To provide secretarial, administrative services and general support to the CEO and APIL President.</p> <p>To act as secretary to the Executive Committee and provide support for the work of APIL's Executive Committee.</p> <p>To undertake research and provide briefings for CEO, working in liaison with all operational sections.</p> <p>To be responsible for the daily line management of the organisation's principal receptionist.</p>
RESPONSIBILITIES	
1	<p>To provide full secretarial and administrative support to CEO including:</p> <ul style="list-style-type: none"> -Maintaining workable diary for CEO -Booking meetings, telephone conference calls, travel and accommodation -Dealing with daily correspondence including emails -Dealing with telephone calls -Administer filing systems for relevant documentation
2	<p>To act as secretary to APIL's executive committee and officers including:</p> <ul style="list-style-type: none"> -Booking meetings, telephone conference calls, travel and accommodation -Arranging meetings and agreeing agendas -Collating papers in liaison with CEO -Preparation of minutes -To arrange any other EC sub-committee meetings as required
3	<p>To provide administrative and secretarial support to the APIL President as required. To include maintenance of the President's diary, travel arrangements and any other administrative assistance required</p>
4	<p>To act as secretary to the Portal Board, providing the following services:</p> <ul style="list-style-type: none"> -Arranging meetings, selecting venues and agreeing agendas -Collating papers in liaison with CEO -Preparation of minutes
5	<p>To act as secretary to APIL's Consumer Panel, providing the following services:</p> <ul style="list-style-type: none"> -Arranging meetings, selecting venues and agreeing agendas -Collating papers in liaison with CEO -Preparation of minutes

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6	<p>To act as secretary to the Claims Portal Claimant Group meetings, providing the following services:</p> <ul style="list-style-type: none"> -Arranging meetings and agreeing agendas -Collating papers in liaison with CEO -Preparation of minutes
7	To provide secretarial and administrative support for APIL's senior management board
8	<p>To be responsible for all aspects of absence, sickness, time off for dependants.</p> <ul style="list-style-type: none"> -To maintain a central record of all annual leave taken -To update individual leave records -To agree individual leave allocations annually with HOBSS
9	<p>To be APIL's authorised register of mediators administrator, responsible for the following:</p> <ul style="list-style-type: none"> -Setting up user committees -Producing minutes of meetings -Administering the register of mediators -Conducting random checks on CPD, on insurance and with the Civil Mediation Council -Referring borderline applications to the User Committee -The annual renewal process -Dealing with complaints and/or feedback
9	To organise events and other meetings as directed by the CEO, including the annual President's dinner
10	Any other reasonable duties deemed necessary for the post
SKILLS & ABILITIES	
	Highly computer literate, conversant with Microsoft word, excel, PowerPoint and database packages
	Fast and accurate typist minimum 60wpm
	High standards in the layout and presentation of documents (letter, reports etc)
	Strong proven inter-personal skills
	Proven experience in preparing meeting agendas and minute taking
	Professional self- motivated organiser and administrator
	An interest in personal injury law issues