

PA to the CEO and Director of International

Title	PA to the Ceuta Group CEO and Directors, Conference & Events Co-Ordinator
Purpose	<p>As PA to the CEO & Directors, you will provide organisational support to the Ceuta Group CEO, the Director of International Business Development, the VP of M&A Integration and the Group Finance Director.</p> <p>As Conference and Events Co-Ordinator you will organise, co-ordinate and manage the annual International Alliance Conference, the Healthcare Staff Conference, the Head Office summer party and other large company meetings and events.</p>
Reports to	Director of International Business Development
Direct Reports	None
Key Areas of Responsibility	<ul style="list-style-type: none"> • Booking and organising hotel accommodation, meeting venues and travel for the Directors as required, as well as resolving issues with our corporate travel management company. • Co-ordinating and organising conferences and all staff events, as well as organising client corporate entertainment. This includes budget management and CPAs and production of programmes, invitations, badges and other related conference documents. • Preparing presentations and reports. • Confidential work for CEO and Directors. • Preparation and distribution of board reports and minute-taking at the Healthcare and Holdings board meetings. • Supporting the Group Communications Manager with the production of Ceuta Healthcare internal and external communications. • Providing support to the International Team as required. • Deputising for the PA to the Managing Director. • Point of contact for external organisations affiliated with Ceuta Group. • Carrying out any other reasonable tasks directly or indirectly connected with the role, as requested.
Professional Competencies	<p>Career Experience</p> <ul style="list-style-type: none"> • Previous experience as a Senior PA is essential. • Previous experience in taking minutes of meetings. • Previous experience in organising, co-ordinating and managing large corporate events is essential. • Previous experience of managing a project-based workload is essential. • Previous training and demonstrable experience in using Photoshop is desirable. <p>Qualifications</p> <ul style="list-style-type: none"> • Educated to an A-level standard or equivalent. This should include a very high standard of spoken and written English, and a good general education in Maths. <p>Required Skills</p> <ul style="list-style-type: none"> • The ability to use Excel to an intermediate level, including understanding and utilising formulas in a spreadsheet in order to prepare and keep track of conference budgets. • The ability to use Publisher to an advanced level in order to compile and edit the bi-annual International Magazine and the conference invitations and communications.

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| | <ul style="list-style-type: none">• The ability to use Word to an intermediate level in order to correspond with clients and to create mail merge documents for bulk mail-outs.• The ability to use PowerPoint to an advanced level in order to create engaging, professional and impactful presentations for Directors meetings• The ability to use Outlook to an advanced level in order to manage multiple diaries effectively.• The ability to communicate effectively and develop relationships with both internal and external stakeholders.• The ability to prioritise and independently manage your own time and workload to meet required deadlines.• The ability to maintain confidentiality, honesty and discretion at all times.• Attention to detail and accuracy to ensure that all work is completed to the required standard.• The ability to proactively identify issues that may affect the work of the CEO, VP of M&A and Director of International Business Development and find solutions accordingly. |
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