

## Job Description

<p><b>Job Title:</b></p> <p><b>Reports to:</b></p> <p><b>Location:</b></p>	<p><b>PA to MD, Specialty Division</b></p> <p><b>Managing Director of Specialty</b></p> <p><b>20 Gracechurch Street</b></p>
<p><b>Purpose of the role:</b></p>	<p>To provide secretarial and business support to the Managing Director of Specialty.</p>
<p><b>Key accountabilities:</b></p>	<ol style="list-style-type: none"> <li><b>1. Organising Meetings as required</b> <ol style="list-style-type: none"> <li>1.1. Liaising with attendees for dates</li> <li>1.2. Circulating agendas and papers</li> <li>1.3. Attending meetings</li> <li>1.4. Taking/circulating minutes and action points</li> </ol> </li> <li><b>2. Marketing/PR</b> <ol style="list-style-type: none"> <li>2.1 Organising Company Events (including Conferences, training days, golf days, client entertainment, staff parties/gatherings)</li> </ol> </li> <li><b>3. Communication</b> <ol style="list-style-type: none"> <li>3.1. Communicate with clients and team members to answer queries and deal with any issues as they arise</li> <li>3.2. Liaise with other departments as required.</li> </ol> </li> <li><b>4. Diary Management</b> <ol style="list-style-type: none"> <li>4.1. Arranging meetings and other appointments</li> <li>4.2. Prioritising meetings, appointments and visitors.</li> <li>4.3. Organising travel arrangements</li> <li>4.4. Preparing for meetings, presentations and other appointments</li> </ol> </li> <li><b>5. Administrative Tasks</b> <ol style="list-style-type: none"> <li>5.1. Creating travel itineraries</li> <li>5.2. Responsible for arranging Visas/ Passports requirements</li> <li>5.3. Purchase currency for travel</li> <li>5.4. Taking dictation for emails, letters etc</li> <li>5.5. Divisional Holiday/Sickness management</li> <li>5.6. Creating letters, reports, documents, spreadsheets and presentations as required</li> <li>5.7. Monitor Manager emails</li> <li>5.8. To prepare papers and presentations for internal and external meetings as required.</li> </ol> </li> <li><b>6. Develop self</b> <ol style="list-style-type: none"> <li>6.1. Contribute to Professional Development Plan (PDP) and identify training needs.</li> <li>6.2. Undertake appropriate learning and Continuous Professional Development (CPD) as required for current/future job roles.</li> <li>6.3. Maintain awareness of current market practice and initiatives.</li> </ol> </li> </ol>
<p><b>Qualifications and experience:</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Good standard of education especially literacy and numeracy</li> <li>• Any secretarial qualifications as relevant.</li> </ul>

	<p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Microsoft Office proficient particularly Word, Excel and PowerPoint and internal system knowledge</li> <li>• Knowledge of insurance – the roles of intermediary, underwriting, claims and reinsurance.</li> <li>• RFIB business departments and business classes.</li> </ul> <p><b>Skills in:</b></p> <ul style="list-style-type: none"> <li>• Managing effective and constructive working relationships</li> <li>• Keeping detailed records</li> <li>• Comfortable with Senior Staff Members</li> <li>• Effective Communication – both written and verbal to seniors</li> <li>• Organising and managing workflow</li> <li>• Minute taking, organising meetings, managing diaries, organising travel and hospitality</li> <li>• Keeping detailed records</li> </ul>
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Agreed by (Employee) .....	Agreed by (Line Manager) .....
Signed .....	Signed.....
Date.....	Date.....