



## TRINITY HOUSING ASSOCIATION JOB DESCRIPTION

<b>POST:</b>	<b>Executive Assistant</b>
<b>RESPONSIBLE TO:</b>	<b>Chief Executive</b>
<b>RESPONSIBLE FOR:</b>	The role of the Executive Assistant is to support the Chief Executive (CEO). This includes freeing up the CEO's time from organizing and administrative tasks so that they can spend maximum time on strategic tasks. Responsibilities typically include acting as a first point of contact, dealing with emails and other correspondence and phone calls.

Job Type: Part-time

Part-time hours: 20 per week

Salary: £14,500.00 per year

1. Act as a first point of contact for the CEO.
2. Manage the CEO's diary effectively and organising meetings and appointments.
3. Convene and attend all Board and Committee meetings, produce and keep accurate minutes of the proceedings and the business transacted.
4. Taking comprehensive minutes of other meetings and distributing accordingly.
5. Liaise with internal employees to collate relevant documentation for audit and reporting purposes as required.
6. Booking and arranging travel, transport and accommodation as required.
7. Act as Complaints Handler for the organisation, receiving, acknowledging, monitoring and maintaining an accurate record of all complaints and compliments received.
8. Organising events and conferences for Board and staff as required.
9. Reminding the CEO of important tasks and deadlines.

10. Typing, compiling and preparing internal and external reports, presentations and correspondence as required.



11. Implementing and maintaining procedures/administrative systems.

12. To meet appropriate Key performance indicators accordingly.

13. Maintaining confidentiality at all times and ensuring the security

14. Make a commitment to work on your CPD (continuous professional development) alongside the Head of Human Resources/Organizational Development.

15. To make suggestions to develop Trinity Housing Association continually.

16. To adhere to the Equality and Diversity Policy at all times, presenting a professional and ethical image of Trinity Housing Association.

We are a Disability Confident employer.

Job Type: Part-time

Part-time hours: 20 per week

Salary: £14,500.00 per year

Benefits:

- On-site parking
- Store discount
- Wellness programme
- Work from home

Schedule:

- Monday to Friday

Ability to commute/relocate:

- West Bromwich: reliably commute or plan to relocate before starting work (required)

Work Location: Hybrid remote in West Bromwich

Application deadline: 02/06/2023