

JOB DESCRIPTION

Job Title:	Personal Assistant
Location:	Poole
Full / part time:	Part time – 4 hours a day, Monday to Friday
Reporting to:	Inspire Financial Services Operations Manager

Inspire Financial Services:

Inspire Financial Services Ltd is a part of the Inspire group, which contains Inspire Professional Services, a firm focused on enabling entrepreneurs to succeed. Consisting of talented, passionate and caring professionals committed to supporting our clients. A unique and energetic firm based in Poole, with clients across the South Coast, Inspire Financial Services and Inspire Professional Services represents a truly different place to work.

In joining Inspire Financial Services you would be part of a successful team which continuously meet the support needs of a forward thinking business.

Job Purpose:

Working alongside the Director you will play a key role in providing administrative support to him. You will assist in making best use of his time ensuring that you free up as much as possible so he can spend time on advising clients.

You will need to be a commercially minded individual, you will act as first point of contact with people from both inside and outside of the business. You will be expected to deliver exceptional client service, require excellent attention to detail, be able to remain calm under pressure and capable of thinking on your feet.

This role is a fantastic part time role – we are seeking someone who can work 4 hours a day, Monday to Friday.

Principal Duties and Responsibilities:

You will assist the Director with the day to day organisation and management of his diary. In addition there may be further projects and tasks for Inspire Financial Services. Your principal duties will be:

- Taking control of the Director's inbox i.e. read, monitor and respond to his email.
- Managing his very busy diary, organise external client meetings and appointments along with internal staff meetings.
- Liaising with clients via telephone and email, screen phone calls, enquiries and requests, handling them when appropriate.
- Drafting communications on the Director's behalf.
- Carrying out background research and presenting findings.
- Booking and arrange travel, transport and accommodation.
- Attending ad hoc networking events.

- Preparing reports, presentations and correspondence.
- Maintaining databases and filing systems.
- Liaising effectively internally on behalf of the Director.
- Collating and filing expenses.
- Any other duties commensurate with the level of responsibility of this role.

Who we are looking for

Inspire Financial Services client relationships are **transparent, supportive**, empathetic and **encouraging** while at the same time we are not afraid, while being caring, to be **straight talking** such that we give our clients the right advice, at the right time, to enable them to succeed.

These beliefs (noted in purple) are the guiding principles we follow at Inspire. To succeed at the interview stage and in the role, you will need to display your understanding that the client/customer comes first and that this is fundamental to the success of a client service organisation

You will also be self-motivated and have a desire be a great team member of the support team at Inspire.

In terms of qualifications and experience, you will:

- Have experience working as a PA, supporting someone on a 1:1 basis
- Have experience working in a client focused role.
- Have GCSE in English and Maths at Grade C or equivalent and preferably A Levels at Grade C or equivalent.
- Ideally have a driving license.

We are also looking for someone who:

- Has excellent written skills, including proven evidence of the ability to communicate in written reports and via email with accurate spelling and grammatically correct English.
- Has proficient IT skills including the ability to use Microsoft Office.
- Is able to calculate details accurately and swiftly with minimal mistakes whilst working to deadlines and keeping others informed of progress.
- Displays a confident manner when dealing with clients which will allow you to build strong relationships.