

Our company is founded on excellence, innovation and integrity and as the Executive Assistant to our Chief Executive you will be responsible for supporting and facilitating both strategic and operational initiatives within our highly successful professional services practice. With a strong and proven track record as an EA at Board level, you will have the competence, resilience, discipline and positive attitude to assist our Chief Executive with the efficient and effective running of the business.

You must possess proven project management skills and experience and the ability to support a pressured and high achieving executive director who oversees client relationships, alliance programmes and all service delivery capabilities, as well as Board functions and from time to time consultancy engagements. Informed Solutions is a high performing consulting services practice that delivers award-winning IT enabled business transformation programmes across the public and private sectors. In such a challenging and continually changing environment, you must be able to work positively, effectively and decisively to deadlines through business change and complex negotiation processes - demonstrating initiative, determination, flexibility, judgement and adaptability.

We strive to achieve the best possible outcomes and consequently you must have a very high standard of attention to detail, alongside approachable but confident communications and interpersonal skills that show sensitivity and understanding for each unique situation. The position offers you the unparalleled opportunity to work in close partnership with a highly motivated, experienced and forward-thinking Chief Executive and the Company's Board within a dynamic and expanding organisation that continues (even in these difficult times) to commit to the personal and professional development of its staff.

If you are a passionate, dedicated and experienced EA who is looking for a challenging role that demands far more than the traditional PA duties, then we want to hear from you.



Essential Skills and Experience:

To effectively support this highly demanding position, you must have the following:

- A strong track record of working as an EA at Director/Executive level
- Exceptional written and verbal communication skills
- Proven project management experience
- The ability to work responsibly and proactively on a range of projects and tasks
- A focus on results, along with a flexible, resourceful, "can do" attitude
- Good basic PA skills including diary management, travel organisation and meeting preparation
- The ability to work responsibly with sensitive information
- The ability to remain composed and clear thinking when working under pressure
- The ability to be proactive and forwards looking in offering options and solutions
- The ability and resourcefulness to prioritise a busy workload and meet deadlines

Essential Attributes

- Flexibility, enthusiasm and self motivation
- Sound professional and personal judgement
- Strong professional discipline - work prioritisation, organisation and time management skills
- A smart, polished and professional 'corporate' appearance
- A collaborative and team spirited individual

Desirable skills and experience:

- Educated to degree level
- Experience of working in a high calibre, disciplined, results orientated, professional services environment
- Excellent knowledge of Microsoft Office Software
- Language skills in Spanish

If you believe you are the outstanding Executive Assistant that can take on this challenging and key role, then this is a genuine opportunity to develop your own career by helping us bring out the best in our very talented and career minded people.

Please write to us enclosing your CV and a covering letter explaining your suitability for the role and why you want to work for Informed Solutions. Address your application to Emma McGrail, Personnel and Professional Development Services, Informed Solutions, The Old Bank, Old Market Place, Altrincham, Cheshire, WA14 4PA or e-mail cvs@informed.com. Quote reference EA0210 for this role.

London Office: 100 Pall Mall, St James's, London, SW1Y 5HP

Manchester Office: The Old Bank, Old Market Place, Altrincham, Cheshire, WA14 4PA

Tel: +44 (0) 161 942 2000
Fax: +44 (0) 161 942 2015

