



BERKA Solutions

Berka Solutions Ltd

Job Description – Personal Assistant Administrator

Company Info

Role – Job Description

To provide Office Administration, HR and marketing administrative support to our Managing Director and Operations Lead.

As a Personal Assistant (PA), you will work closely with senior managerial and executive staff to provide administrative support, usually on a one-to-one basis.

To provide marketing campaign co-ordination, administration, facilitation, online management, implementation and enhancement of marketing activities as directed by the Managing Director.

Carry out scheduling and co-ordination for MD's calendar.

Carry out daily, weekly and monthly operational administrative support tasks including HR administration, schedule and calendar management, reporting, filing, internal management task co-ordination and follow-up.

Take responsibility for the administrative requirements of the Monthly Governance Process including MOMs and CAPA close out management.



Ensure that all PA tasks are delivered on time, in a compliant manner.

Ensure robust governance of marketing campaign and provide ambition and commitment to the business. Be an enabler to success.

Role – PA Administrator

1. Reporting Line – The PA Administrator will report to the Managing Director and Operations Manager
2. Direct Reports – none.
3. Location – Quin Road, Ennis, Co.Clare. The role will be split 2 days assigned to MD, and 3 days assigned to Op Manager.
4. Status – Full time contract pending 6 months probationary period
5. 40 hours a week
6. Accountability - Day to day administration for MD and Ops Manager internal tasks to deliver office and business efficiency.
7. Primary function will be to manage the MDs calendar, keep the businesses online marketing and social media content up-to-date, and support the day to day requirements of the Operations Manager, especially in relation to HR and admin task management.
8. As part of the business team, you will be expected to hold the integrity and reputation of the business in the highest regard, and act with impeccable confidentiality and discretion.

Responsibilities

- Ensure all administration solutions are of the highest level of compliance and quality standards.
- As a Personal Assistant, you will be at the heart of the business, working alongside the MD, your Ops manager, and will provide invaluable help in supporting them with the day-to-day running of the business with administrative and secretarial work.
- A brilliant multi-tasker, the Personal Assistant role is wide ranging. From marketing, event management, time and calendar management, correspondence, note-taking/MoMs, assisting with travel, answer phone calls, send emails on behalf of your manager, co-ordinating HR reviews and scheduling meetings, you can expect to enjoy a busy but varied day.



- Acting as a first point of contact: dealing with correspondence and phone calls for the MD. Managing diaries and organising meetings and appointments. Controlling access to the MD.
- Booking and arranging travel, transport and accommodation for the leadership team.
- Organising events and conferences.
- Reminding the management team of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers and clients.
- Collating and filing expenses.
- Conducting research on behalf of the manager.
- Organising the MD's personal commitments including travel
- Proactive Management of HR admin. Communication and engage, formally and informally, daily with operations Manager.
- Take responsibility for managing any issues arising through the marketing campaign.
- Ensure clear definition and map each CAPA task encompassing the objective, benefits, stakeholders, requirements, scope (in/out), assumptions and constraints, timelines and risks at the Monthly Board Meeting.
- Build relationship, set up meetings, provide co-ordination and facilitation of potential customer meetings with MD.

- Communicate any concerns to both the Managing Director and Client Lead in good time.
- Issue monthly reports detailing key performance indicators in relation to marketing, Office Admin and HR admin business objectives.
- Take responsibility for the quality of your work, and proactively encourage best practice behaviours in health, safety and environmental on a day to day basis.
- Adhere to the Company Safety Statement, safety rules and regulations.
- At all times wear appropriate PPE including but not limited to branded and supplied safety garments.
- Seek to find continuous improvements and sustainability opportunities and bring them to the Ops Manager for review.
- Be an ambassador through exceptional performance, positive values and behaviors, insightful investigations, clear communications and collaborative team development.
- Attend monthly meeting to review goals with Ops Manager
- Ensure complete hand-over reports are complete for each quarter.



- Provide exceptional service in order to meet and exceed our customers' expectations
- Be flexible and willing to carry out other duties as may be assigned to you by the MD or Ops Manager from time to time. Such work can be outside the area of your normal duties

Experience, Training & Qualifications

- Minimum five years experience in customer care, marketing and office administration.
- Candidate needs to be self-starter, strong communication capability, determined, professional and extremely well organized.
- Customer focused - delivering an exceptional service in order to meet and exceed our customers' expectations
- Effective Communicator: Professional and excellent verbal and written communication skills. Excellent interpersonal skills.
- Teamwork: Actively contribute to the development of a positive team environment, demonstrating a flexible approach.
- Attention to Detail: Ensures that work is executed accurately and completely, paying close attention to the detail. The ability to produce clearly written reports and present to a diverse stakeholder group in a clear and concise manner.
- Fully PC literacy and experience using Microsoft Office Suite, Microsoft Office Project, and Business Management platforms.
- Experience in HR & marketing would be beneficial
- Hold a current valid driving license.



Reference Checks required