PROGRESSIVE BUILDING SOCIETY

Personnel Specification

JOB TITLE:	Executive Administrator
REPORTS TO:	Head of HR
JOB PURPOSE:	The role will be responsible for managing front-of-house activities, coordinating a wide range of administrative tasks, supporting leaders and teams with organisational activities, and ensuring the smooth day-to-day operation of the Head Office environment.
ESSENTIAL CRITERIA	QUALIFICATIONS ▸ 6 GCSE passes (or equivalent) at Grade C or above, including English and Maths or ▸ GCSE English and Maths at Grace C and above (or equivalent) and 3 years of relevant experience in a similar role EXPERIENCE ▸ Previous experience in an administrative, business support or office-based role ▸ Experience of coordinating diaries, meetings and appointments ▸ Experience of preparing correspondence, reports, presentations or meeting documentation ▸ Experience of handling confidential or sensitive information appropriately ▸ Experience of taking accurate meeting minutes and maintaining action logs ▸ Experience of supporting senior leaders or executives ▸ Experience of organising events, workshops, conferences or staff engagement activities SKILLS ▸ Strong organisational and administrative skills, with the ability to manage competing priorities ▸ Excellent written and verbal communication skills ▸ Strong attention to detail and a commitment to producing accurate, high-quality work ▸ Proficiency in Microsoft 365 applications, particularly Outlook, Word, Excel, PowerPoint and Teams ▸ Ability to take accurate minutes and clearly record decisions and actions ▸ Ability to exercise discretion and maintain confidentiality ▸ Ability to work independently, use initiative and make appropriate day-to-day decisions
DESIRABLE CRITERIA	▸ Understanding of board or committee administration and governance processes ▸ Experience of providing administrative support for board, committee or governance meetings