

## **Personal Assistant to the Chief Executive Office**

Salary	£31k - £33k dependent on experience
Annual Leave entitlement	25 days (plus 10 bank holidays)
Working hours	Full time
Contract	Permanent contract
Location	Ratho, Edinburgh / Hybrid-working

Please send CV and covering letter to: [Humanresources@foodanddrink.scot](mailto:Humanresources@foodanddrink.scot) with the title of the job you are applying for in the subject line.

Prior to any employment commencing with Scotland Food & Drink you will be asked to provide documents to demonstrate your right to work in the UK.

### **JOB SUMMARY**

This role combines PA support to the CEO, and senior management team as well as administrative support to the Board of Directors. Managing the business support functions to ensure administration processes and procedures are carried out effectively and efficiently.

Reporting to the HR Manager, you will also offer administrative support to the HR team as required and, as such, exercising absolute discretion and confidentiality in this role at all times is key.

This is an exciting opportunity to join the business and play a key role in the continued success of an expanding and critical part of the organisation.

SF&D currently implement a hybrid working policy with a mixture of days in the Head office in Ratho and working from home.

### **ABOUT THE ROLE**

Your day-to-day responsibilities will include but are not limited to:

- To support the CEO and SMT in tasks as necessary to ensure they are able to carry out their functions in an efficient and effective manner.
- Acting as first point of contact for the CEO and Board of Directors, proactively and promptly reviewing and tracking incoming enquiries such as emails, invitations and correspondence and responding directly/advising on responses to the relevant Director of the Board.
- Provide clarity of outcome/actions from meetings and ensure these are followed to a resolution in a professional manner.

- To maintain and manage the CEO's diary, making necessary travel and other arrangements for appointments.
- Act as secretariat to the Board of Directors, ensuring all necessary forms are completed and filed with Companies House as well as to ensure SF&D policies are adhered to and annual checks are carried out.
- To provide support to the CEO and Board of Directors for Board meetings, including preparation of the agenda, co-ordinating papers and producing minutes.
- Coordinate delivery of Board activity including Board away day and external Board meetings

## **ABOUT YOU**

Skills required for the position will include:

- Excellent interpersonal, diplomatic and oral communication skills
- Demonstrable experience supporting Executives at Board or Senior Leadership levels with the passion, integrity and discretion to provide first class support
- Ability to work with versatility, meeting unexpected, very tight deadlines, on occasion, being able to prioritise as required and able to work autonomously
- Strong attention to detail and highly organised
- Competent IT skills
- Excellent time & diary management skills
- Event coordination
- Strong individual & team working skills
- Maintaining strict confidentiality

## **WORKING AT SCOTLAND FOOD & DRINK**

Scotland Food & Drink is the industry leadership organisation tasked with driving responsible growth for the sector. We are also a membership organisation with over 450 companies at our heart.

Working with us gives you an opportunity to be part of one of the most exciting and innovative industries in Scotland.

Our culture and our people are core to delivering our diverse and collaborative work . We have work/life balance as one of our core values and we have a benefits package offering a pension scheme, 35 days holiday (plus your birthday), enhanced MAT and Paternity benefits, a flexible working policy and a cycle-to-work scheme. As well as opportunities to socialise and attend industry events and dinners.

We believe working with us should be a hugely positive experience, our core values are:

**Ambition** – we are passionate about making a difference.

**Collaboration** - our impact comes from harnessing the individual strengths of our people and our partners, forging a strong team spirit. We have each other's backs.

**Respect** – we all set the tone, taking personal responsibility for our actions, embracing empathy and generating a world class external reputation.

**Balance** - work is important, life is everything. Success is doing both well.

We are also an equal opportunity employer and we recognise that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive.