



Job description

Title: Personal Assistant to the Directors

Department: Interfood Technology Ltd.

Reporting to: Managing Director

Interfood

Interfood was formed in 1999 and today is a specialist SOLE distributor in the UK and Ireland to many of the world's LEADING manufacturers of food processing equipment. We strive to be "best in class" and have received multiple industry awards cementing our reputation as providing a much higher level of support to our customers than our competitors.

We promote our company values that represent who we are and how we work with each other, our customers and our suppliers and these values are at the heart of everything we do internally and externally.

Job Purpose

As Personal Assistant to the directors you must be professional and possess a blend of tact, diplomacy and discretion. You will be responsible for organising and assisting the three directors in their day-to-day duties and oversee marketing activities.

Administration - you will manage all administration for the Directors and provide timely and accurate information where needed.

Marketing - you will administer our marketing campaigns, liaising with our PR Company to ensure a seamless professional campaign is maintained at all times. You will form part of the marketing committee along with the Directors and Head of IT.

You must ensure our customers and suppliers receive a 'best in class' service from the Directors, yourself and our company. You will provide them with all the relevant information and assistance they need to achieve a commercially viable business relationship with our company.

As the interface for our Directors with staff, customers and suppliers you will be an Ambassador for them and the Group, its interests and its reputation. You will have excellent manners, personal presentation and attitude and be comfortable communicating at all levels. You will set examples within the Group by promoting a good, collaborative and positive working environment and be seen as 'leading from the front'.

Education and Experience

- Business degree or related professional qualification (would be an advantage but not essential).
- Experience of complex diary management.
- Proven experience in relationship management.
- Excellent written and verbal communication skills.

- Experience with relevant software and applications, including all Microsoft Office products.
- Marketing skills, including social media, mail Chimp, Twitter, and LinkedIn advertising. With the ability to analyse promotional trends and recommend new ways of generating sales.
- Experience in managing, directing and supporting a team.
- Information management and reporting.
- Organisational, planning and time management.
- Excellent attention to detail – experience of proof reading materials

Key Competencies

- A passion for delivering excellent service and promoting best practice internally and externally.
- The ability to work within budgets and to targets, whilst being commercially aware.
- Ability to understand contracts and negotiate with suppliers to get the best deals for the Group.
- Ability to organise effectively, prioritising high workloads with competing demands and sometimes challenging deadlines.
- A decision maker with the ability to analyse problems, work to solve them and also recognize when to act and when to defer.
- The ability to learn from previous activities and set up contingencies and new processes where necessary.
- Self-motivated and proactive.
- We are serious about business but not without some fun along the way so a good sense of humour would be an advantage.

Duties and responsibilities

- Take responsibility for your areas of work ensuring all work carried out is in accordance with company values policies and procedures.
- Organise all Directors diaries and travel needs. Proactively managing the Directors to ensure they receive plenty of warning of upcoming activities and events.
- Organise all aspects of company events, ranging from small internal meetings to training and exhibitions. This will include everything from invites, travel, hotel and restaurant bookings, logistics and catering etc.
- Oversee all marketing activities and campaigns in liaison with our PR Company and provide a monthly report on these activities to the marketing committee.
- Manage the copyright database for all images used in marketing activities.
- Take responsibility for the Interfood Group website.
- Liaise with suppliers/customers where required.
- Liaise with Divisional Managers around meetings & marketing.
- Manage ad hoc projects when required.

The Interfood Group of companies