

Job Specification

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| Job Title: | EA to Managing Director of Medical Services Ltd / Company Secretary |
| Location: | London |
| Hours: | 9am to 5:30pm – Monday to Friday |
| Remuneration: | Up to £30,000 depending on experience |
| Accountable to: | Managing Director of Medical Services Ltd |

JOB SUMMARY

Medical Services Ltd are looking for an experienced EA to the Managing Director of Medical Services Ltd / Company Secretary, to provide a comprehensive, confidential and professional, secretarial and administrative service to the Managing Director responsible for non-emergency ambulance service, ensuring that all work is dealt with promptly and efficiently with minimal supervision and in accordance with agreed deadlines.

An ideal candidate would have experience within the NHS, working at a senior management level with an administrative or clinical background.

Key Responsibilities

1. To act as Executive Assistant to the Managing Director providing secretarial and administrative services, and to manage the day to day running of the Managing Director's office and exercise judgement in arranging diary appointments.
2. To act as Company Secretary and to ensure that the Company complies with the Companies Act and relevant legislation; keeping the statutory books and registers, and arranging and minuting Board Meetings as required.
3. Work as part of the Medical Services Ltd team. Co-operating and communicating effectively with other departments, NHS partners, and members of the public.
4. To be the first point of contact for all telephone enquires and to use initiative in handling or redirecting calls and enquires as necessary.
5. Liaise appropriately with managers from within and individuals from various other organisations.
6. To open and read incoming post and emails as required, responding or forwarding for action as appropriate.

7. Organising meetings as required, booking of meeting rooms and attend to any other requirements including, refreshments and equipment.
 8. Take minutes of meetings or transcribe minutes as required for distribution as appropriate and ensure that all follow up actions is undertaken by the appropriate person.
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