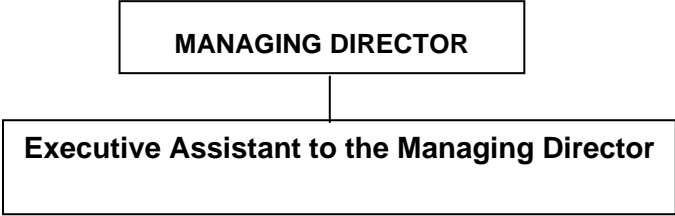


## JOB AND PERSON PROFILE

1.	<b>Job Title</b>	<b>Executive Assistant to the Managing Director</b>
	<b>Department</b>	<b>Contracting</b>
2.	<b>Main Purpose</b>	Provide administrative support within Higgins Partnerships.
3.	<b>Organisational Structure</b>	 <pre> graph TD     MD[MANAGING DIRECTOR] --- EA[Executive Assistant to the Managing Director] </pre>
4.	<b>Main Duties/Responsibilities</b>	<ul style="list-style-type: none"> <li>* Provide administrative support to the Managing Director, Commercial Director, Regional Directors, and Regional Project Teams.</li> <li>* Diary management and arranging internal / external meetings.</li> <li>* Record submission of Asta Programmes received from Regional Project Teams and provide updates on a weekly basis and file in appropriate project folders.</li> <li>* Collate, process, and distribute all documentation for the monthly Regional Review Meetings and Managers Meetings. File all documentation in the relevant project folders for reference.</li> <li>* Produce and distribute the monthly Regional Review Meeting Minutes.</li> <li>* Collate and process all monthly Board Reports from the Directors, RAG reports and Operating Statements from Regional Directors and produce the Partnership Board Report. Distribute to the Managing Director.</li> <li>* Receive PRM monthly reports and record accordingly in the appropriate project folder.</li> <li>* Monitor and update the monthly Contracts in Progress document and update the Site Address and Telephone List, upload to ECM and distribute to other departments.</li> <li>* Assist the Legal Services and Completed Contracts team with input into Bonds records, Completed Costs records etc.</li> <li>* Process invoices and raise orders utilising the accounting software. Produce payment authorisations and submit to the accounts department for payment.</li> <li>* Collate the monthly regional staff allocations received from the Regional Directors. Check and process the information and submit to the Payroll Department.</li> <li>* Receive staff monthly expense claims, check record and process for submission the to the Payroll Department.</li> <li>* Process Retention Releases as and when required.</li> <li>* Monitoring adherence to Contracting Department procedures.</li> <li>* Assist with the audit process including collating the required financial information ready for financial audits,</li> <li>* Ad hoc administrative tasks as required.</li> </ul>

5. <b>Person Specification (Skills, Qualifications, Experience, Type)</b>	
<b>MUST HAVE</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>✓ Methodical attitude</li> <li>✓ Enthusiastic and reliable</li> <li>✓ Initiative and self-motivated</li> <li>✓ Good level of IT skills</li> <li>✓ Good communication skills</li> <li>✓ Able to prioritise and manage time effectively</li> <li>✓ Adaptable and flexible to new tasks</li> <li>✓ Ability to work confidentially</li> </ul>	<ul style="list-style-type: none"> <li>✓ Smart presentation</li> <li>✓ Team player</li> <li>✓ Construction industry experience</li> </ul>