

# **ELECTRO**

## **Assembly Services Limited**

### **Job Specification    PA to Commercial Director**

**Responsible for :** All assistance required by the Commercial Director to ensure all commercial targets are met.

**Role:** The ideal candidate will be able to:-

- Work unsupervised.
- Prioritise requests and work on own innovative,
- Communicate effectively with Directors, Customers and Employees.
- Write letters effectively with respect and clarity.
- Use word, excel, publisher and PowerPoint software.
- Work on more than one project at a time.
- Provide cover for reception for absence and holidays.
- Work under pressure.

The candidate would require previous administration experience and would ideally have worked for a manufacturing company and possess good communication skills.

A good knowledge of Word and Excel is essential, and knowledge of Publisher, PowerPoint and Sage is preferred.

Working hours are:-

Monday to Thursday      8.30am to 4.30pm

Friday                      8.30am to 1.30pm

35 Hour Week.

Annual Holiday : All Bank holidays plus 20 days incrementing to 25 with length of service.

Unit 5, Lancaster Way, Earls Cone Business Park, Earls Colne, Nr Colchester, Essex CO6 2NS  
**Telephone** 01787 478771 **Fax** 01787 478772  
**Website** [www.electroassembly.co.uk](http://www.electroassembly.co.uk)