

Job Specification

EXECUTIVE ASSISTANT

Position type: Full time
Location Ipswich, Suffolk

Bauder treats personal data collected while managing your Job Application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the Careers Section <https://www.bauder.co.uk/about-us/careers/current-vacancies> or available upon request from the HR Department.

Introduction, about us:

Bauder is a leading international manufacturer of building construction materials. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centered upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do. We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)
'the Company really looks after you as a person' (Technical Administrator)
'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of only 78 Platinum accredited organisations in the UK.



Objective:

Reporting to the Executive Assistant Manager, the Executive Assistant will provide high level administrative support to senior team members and Directors across the business, which may change from time to time in accordance with business needs. The role will also provide cover during periods of absence within the team.

The ability to communicate, prioritise workload, handle multiple tasks with a pro-active, efficient and organised approach together with the ability to organise a large team with a high degree of professionalism is fundamental. The need for a can do attitude and contribution to a team spirited environment with a willing, flexible and professional approach is essential.

Outline of Main Responsibilities/Duties:

Meetings and Travel

- Co-ordination of diaries for both internal and external meetings
- Venue finding (if off site) and setting up of meeting facilities, organisation of refreshments/lunch requirements and IT equipment
- Organising travel arrangements; flights, hotels, parking and transportation
- Preparation and provision of documentation for meetings

Correspondence and Administration

- Compiling general correspondence as required
- Day to day admin support to Divisional Director's and Regional Manager's
- Booking staff meetings for the Divisional Director's and Regional Manager's
- Managing the corporate/client budget spreadsheets
- Scheduling new starter inductions for the Divisional Director's and Regional Manager's
- Ensuring regional maps are kept up to date

Co-ordination of Events

- Organisation of product launches and product training when required
- Issuing of invitations/meeting requests and coordination of attendees
- Assisting with the organisation and coordination of attendees for staff events
- Organising and coordination of attendees for client/contractor entertainment
- Coordination of Factory Visits to Germany for clients and contractors

General

- Production and collation of monthly reports utilising in-house database systems and information from internal departments
- Booking of hotels, flights, train tickets etc as and when required by the wider external team
- Support to the Executive Assistant Manager as and when required
- Any other duties as required
- Co-ordinate workload and tasks with another team member in relation to client and contractor entertainment/events

Criteria

- To apply discretion together with a high degree of confidentiality at all times
- To work as part of a busy integral team
- Extensive liaison

Key skills/qualifications:

- Elevated level of spelling and grammar
- Excellent organisational abilities
- PA background
- High degree of accuracy
- Approachable and diplomatic
- Excellent communicator in both verbal and written mediums
- Professional, friendly and resourceful approach
- Team spirited attitude
- Advanced level of Computer literacy – intermediate knowledge of all Microsoft Products (PowerPoint, Word, Mail Merge, Excel etc.)
- Motivated, professional and driven to deliver high standards
- To be flexible to work additional hours when required
- Maintain high standards of service synonymous with the Bauder brand
- To assist within other areas of the department/business as needs arise

This job specification is non-exhaustive and subject to change as the Company deems necessary

Bauder is an Equal Opportunities employer