

PLATINUM M3DIA LONDON – JOB DESCRIPTION



COMPANY SUMMARY

Platinum M3dia London (PML) was established back in 2019. The company was set up to provide affordable: Outdoor Advertising, & Website Development/ Mobile Apps services to businesses in any part of the UK.

At PML is different because they provide bespoke services unique to its client's brand. What is of great importance to PML is to ensure that, all clients get the best value irrespective of your business size or budget.

The approach we have taken over time constantly delivers rapid growth within our client's business enabling us to build our reputation within various business sectors.

WHO CAN APPLY?

Anyone who has the skillsets we need. Who is based in the UK and available to commute 4 days in a week to either the Kent Office or to the London office.

No sponsorship available for this role.

ROLE SUMMARY

A Personal Assistant is usually the first point of contact for the individual they assist. For a Personal Assistant to excel at the job, they will need to perform the following duties and responsibilities:

Expected Duties:

- Handling and responding to all correspondence including phone calls, emails and letters
- Scheduling appointments and organising diary entries
- Setting reminders for meetings, appointments and other important tasks
- Making travel and hotel arrangements
- Planning conferences, workshops, seminars and other events
- Taking notes at meetings, preparing the minutes and subsequently distributing to all participants
- Liaising with other members of staff and external parties such as clients and press
- Preparing expense reports and maintaining a filing system

SKILLS

- Excellent attention to detail
- Excellent organisation and people management skills
- Strong command of the English language
- Ability to prioritise and multitask efficiently

- Strong communication skills
- Working knowledge of standard word processing, spreadsheet and other productivity software tools
- Discretion and tact

EDUCATION**GSCE****BENEFITS**

Role Type: Permanent (4 Days on site, 1 Day remote)
Salary: £19,500 per annum
25 days paid holidays