

PERSONAL ASSISTANT ROLE SUMMARY

The LOWE Group are the leading independent property company who specialise in providing property owners with a professional, efficient and low-cost solution to the issues arising from vacant buildings. We believe that vacant properties present inspiring spaces for placemakers, key workers and innovators to live, work and create. We are passionate about bringing these otherwise vacant spaces back to life, creating affordable workspaces and close communities.

We are looking for a new personal assistant who will assist the Directors in their day-to-day administration. The perfect candidate will be a fantastic people person with experience in a similar role and who is exceptionally organised, with a proven ability to multi-task.

KEY RESPONSIBILITIES

- Diary & email management
- Company operations administration
- Overseeing office relocations
- Expense management
- Human Resources assistance
- Client reporting
- Legal administration
- Personal errands
- Event management

ROLE PROFILE

- Possession of excellent customer service, communication and organisational skills
- Positive, outgoing and enthusiastic to do a high-quality job at all times
- Able to work professionally and calmly under pressure
- Ability to prioritise workload and efficiently manage diaries

BENEFITS

- Competitive salary and bonus scheme
- 25 days holiday & birthday day off
- Monthly Friday team activity