

Job Description

Job Title:	Executive Virtual Assistant (Self Employed)
Responsible To:	The Executive Virtual Assistant is responsible to the Executive Team Leader who in turn is responsible to the Managing Director
Hours of Work:	Flexible (to be discussed)

Purpose of the Job

To provide professional high level Personal Assistant and administration support to Non-Executive Directors and Business Consultants and to respond in a timely fashion to all client requirements. To contribute to the successful operation of Kaleidoscope Business Services Ltd and the achievement of objectives set by the Managing Director.

Responsibilities

The duties below are not for every client and not exclusive. You will need to be flexible enough to respond to a variety of client requirements, with the support of the Kaleidoscope team, which may include the following:

Diary and Email Management

- Communicating with client contacts by phone and email.
- Maintaining meeting records using Evernote.
- Organising appropriate travel and accommodation.
- Ensuring client diaries are kept up to date.
- Managing email both internally and on behalf of clients.

Typing

- Preparation of minutes, reports and emails using appropriate templates or producing new templates.
- Audio transcription.

Finance

- Preparation of monthly finance analysis using Excel.
- Preparation of invoices.
- Chasing late payments.

Communications

- Close collaboration with clients to ensure they are fully supported.
- Excellent interface with the Kaleidoscope team ensuring they are updated at all times of any new information, changes or issues.

Research

- Conduct research, compile data, and prepare papers for presentation to the client.

General Administration

- Data entry.
- Maintaining computer filing systems.
- Updating websites.
- Manage all enquiries both internal and external.

Other

- Ensuring all internal processes are adhered to using software as required when necessary i.e. Evernote and Toggl.
- Attending internal training courses and team meetings as required (both online and in person).
- Be an integral part of the Kaleidoscope team.
- Act as an ambassador for Kaleidoscope Executive PA Services, ensuring your behaviours reflects well on the company.
- To promote Kaleidoscope and to actively seek new opportunities.
- Any other duties as requested by the Executive Team Leader or Managing Director in order to meet the changing needs and demands of the business.