

Person Specification

Executive Virtual Assistant (Self Employed)

| Essential Requirements |
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| <p>Skills, Knowledge and Experience</p> <ul style="list-style-type: none"> • Significant experience of providing support at Board level (minimum 5 years) • Significant experience of managing multiple high-level diaries • Commercially aware • Able to create written material with flair • Excellent verbal skills i.e. face to face, telephone and video conferencing • Numeracy skills • Able to organise, plan and prioritise tasks • Experience of booking national and international travel and accommodation • Proficient in using Microsoft or Apple software • Excellent typing and transcription skills • 5 GCSE's or equivalent |
| <p>Characteristics</p> <ul style="list-style-type: none"> • Passionate about customer service • Common sense approach and good judgement • Calm approach to changing priorities • High levels of integrity • Good interpersonal skills • Communicates clearly and competently • Able to listen actively • Dependable • Accountable • Able to work without supervision and capable of using own initiative • Flexible and motivated team member • Approachable and cooperative • Tenacious and resilient • Quick and enthusiastic learner • Drive to achieve results • Willingness to learn and develop new skills |
| <p>General</p> <ul style="list-style-type: none"> • Desire for Kaleidoscope to be successful • Has own office facilities – printer & scanner, professional space, computer & software, business phone line, transcription tools • Available for work Monday to Friday on a flexible and part-time basis |