

Personal Assistant, Scotland

Full time, based in Fort William area

Salary range £22,000 - £26,000 depending on experience

Role and responsibilities of Personal Assistant

- Diary management.
- Assistance with arrangements for events – this may include venue research and bookings; compiling and managing guest-lists; liaising with suppliers; and providing on-the-day event support as required.
- Open, handle and action email, post and social media enquiries. Respond to enquiries by phone, email, and social media, passing on queries to other team members/the MP as appropriate.
- Provide administrative support in relation to the MP's expenses scheme, via Independent Parliamentary Standards Authority (IPSA) Online.
- Handle administrative arrangements for meetings with members of the public/MP surgeries.
- Provide administrative support for Angus with his business and charity interests.
- Photocopying, filing, record-keeping and typing correspondence.
- Engage professionally and with care and integrity with members of the public, through a variety of methods.
- Exposure and ability to deal with complex cases.
- Assist in the compilation of briefing packs and the writing of speeches.
- Assist in the updating of social media on request.
- Efficient data and file management to ensure the office complies with the data protection legislation.
- Minute taking.
- Database management using office software to handle administrative cases.

Essential skills

- Good organisational and people skills.
- Competency with IT, including MS Office, social media platforms, etc.
- Able to work as part of a team or individually.
- Enthusiastic and positive attitude to new challenges.
- Full driving licence.

**Apply in writing with a letter and CV to andrew@glen2glen.com
Application deadline Monday 29th July 2024.**