



Job title	Personal Assistant to Directors	Location	Holywood, Co. Down
Reporting to	Directors of Strategy and Operations	Salary	Dependant on Experience

Main Purpose

The role of the Personal Assistant is to provide high quality administration and organisation support to the Directors of Strategy and Operations, as well as the wider Senior Management Team at Healthcare Ireland. Working closely with the Directors as first point of contact for enquiries and requests, supporting the operational objectives of the directors in a fast-paced environment.

The Personal Assistant will have the opportunity to take on additional responsibilities over time as Healthcare Ireland grows in line with our legislative requirements.

Key Responsibilities

- Professional administration support to Directors
- Dealing with confidential correspondence
- Managing Commissioner communications including contracts for services
- Undertaking a lead role in communications with the regulator
- Collating information and providing reports and presentations
- Effective diary management, setting up and following up of meetings using Teams, Zoom and Outlook diary management assessing priority of appointments and reallocation as necessary
- Taking and typing accurate minutes for variety of business meetings
- Meeting and greeting guests on behalf of the Directors and the wider teams
- To co-ordinate meetings as well as travel and accommodation needs for the Directors
- Receiving and dealing with telephone calls professionally, re-directing or taking messages and using initiative to deal with queries
- Liaise with key stakeholders and to ensure that appropriate correspondence and meetings are scheduled when required
- Sorting, distributing and responding or drafting responses to emails/mail in a timely and efficient manner
- Preparation of paperwork for meetings
- Providing Secretarial support (printing documents, arranging for timely production of reprographics and raising purchase orders etc.

Requirements

- A minimum of three years' experience working as a Personal Assistant in a Health and Social Care (or similar) setting.
- Competent using IT, Job Boards and Social Media, as well as intermediate to advanced level in the Microsoft Office Suite; in particular, Outlook, Excel and Word.
- Excellent communication skills; verbally and in writing, balancing the ability to work quickly and accurately.
- Experience collaborating with Senior Management and Director-level individuals across a cross-functional team.