

## Job Description

**Job title:** PA to Managing Director  
(37.5 hours per week)

**Reporting to:** Managing Director

**Location:** The Square, Basingstoke

### Job function:

Responsible for the timely and accurate completion of the following administration and support for the Managing Director of Great Guns Marketing, Basingstoke.

### Duties and Responsibilities

1. To monitor and manage the diary of the Managing Director ensuring effective time management in the working day.
2. To monitor and manage the email account of the Managing Director ensuring attention is given to important correspondence, and mail box clean up is undertaken regularly.
3. To attend client/sales meetings with the Managing Director to take notes and be involved in subsequent actions resulting from the meetings.
4. To help generate sales opportunities for the Managing Director by proactively targeting prospects and clients and booking meetings into her diary.
5. Drive the Managing Director to any off site engagements / and or /run errands for the Managing Director as requested.
6. Attend internal Account Management/Sales Team meetings in order to take notes and actions for the Managing Director, e.g., managing project management split, Renewals/Sales pipeline etc.
7. Keep up to date on behalf of the Managing Director all CRM's and databases relating to clients/prospects including inputting and updating notes and new contact records in tpoint.
8. To update all New Business and Account Management administration on behalf of the Managing Director, detailing her activities in both departments.
9. To sort through and bring to the Managing Directors attention any mail that is received.
10. To write up and send emails/letters that are dictated by the Managing Director.
11. To Set up 'dummy' email addresses for client projects and to set up email accounts for new members of staff.
12. Use the office diary to manage the daily guest activity to the office. All guests should be greeted warmly, offered a drink, signed in and settled into a meeting room. Once this is done, then the individual the guest has come to meet should be notified of their presence. Arrange cover of this activity should holiday or work mean you are out of the office.
13. To assist in the researching and purchasing of data for client projects.
14. Regularly manage the scheduling of appraisals for staff as required.

15. To answer the phone in a timely fashion, ensuring all incoming calls are dealt with professionally, and either transferred quickly to the relevant staff member or a message taken and emailed to the intended recipient.
16. To support the Managing Director in all areas that require visual capabilities.
17. To take responsibility for the office presentation, ensuring it is in line with the Great Guns Marketing Brand, and left clean and tidy at all times.
18. To assist client support team as and when requested by Managing Director or other senior management.
19. To provide ad hoc admin duties for other GGM Directors and Senior Management.