



Health. Care. Together.

## EXECUTIVE ASSISTANT

### Are you amazing? Do you want to work with amazing people?

The Senior Management Team of Priory Medical Group seeks a talented and aspirational Executive Assistant to join us as soon as possible.

We are a fast paced and dynamic team and this role will challenge you on every level. From arranging refreshments in meetings to managing busy schedules, arranging and attending meetings, creating agendas and taking minutes, meeting and greeting visitors you will be the “face” of the Senior Management Team.

For the right candidate there will be opportunities to own projects demonstrating your organisational abilities and unwavering focus on quality and the highest standards.

You will be able to demonstrate a track record of decision making, supreme organisational skills and will be overflowing with a positivity and common sense.

If you are up for the challenge and would like the opportunity to discuss the post informally in the first instance please contact [vacancies@priorymedical.com](mailto:vacancies@priorymedical.com) or 01904 928842 and we would be more than happy to point you to the best person.

### What we look for in your application:

- **Ideally** (although not essential for the right candidate) previous experience as an executive assistant in a fast paced business
- **Essential** Minimum of 1 year experience operating in a fast paced environment customer focussed organisation.
- Excellent and proven customer service skills.
- Experience in a role in which you were privy to sensitive or confidential information
- The ability to communicate with staff of all levels of seniority, external suppliers, agencies, and our customers
- Proven ability to independently manage and prioritise your workload
- Strong IT literacy skills and specifically knowledge of Word / Excel / PowerPoint / Outlook

**Job title:** **Executive Assistant**

**Working hours:** **37.5 hours p/week Monday to Friday, including a requirement to attend periodic executive meetings in an evening.**

**Salary:** **Between £23,000 and £25,000**

**Location:** **Acomb, Cornlands Road although can be expected to travel to any of our 9 York based sites**