

PA to Managing Director

Oxfordshire office or home/office split, 24 hours per week. Flexible schedule.
£19,200 – £22,500 (£30k – £35K FTE).

Emergent Design

Emergent Design has been engineering, installing, and maintaining specialised industrial machine vision systems for the manufacturing industry since 2011. Our team is dedicated to developing cutting-edge solutions that leverage image processing and machine learning to successfully tackle challenging technical problems in production monitoring and quality control.

As well as designing the specialist software for our systems in-house, we collaborate with mechanical and electronic design partners. We also work with customers, our German warehouse and our on-site service engineers to maintain and support our products across Europe.

With our recent expansion into Canadian markets, now is a busy and exciting time for us. We are seeking team members who are keen to play a part in shaping a growing company.

The Role

This exciting growth has brought with it an increase in the volume and complexity of administrative and managerial tasks. We are therefore looking for a PA to provide support to the Managing Director to contribute towards key areas of the business. The role will provide an opportunity to further define and develop existing processes. You will assume responsibility for these activities as a first-class aspect of the business. You will report directly to the Managing Director.

Working environment/benefits

- Self guided work - significant amount of autonomy expected
- Primarily office based (although a home/office split is possible if you prefer)
- Flexible working hours
- 5.5 weeks annual leave (pro rata) in addition to public holidays
- Bonus day off on/near your birthday
- Christmas – New Year closing in addition to holiday entitlement
- Health care
- Life insurance
- Cycle scheme

Key Elements of the Role

Organisational	
Organisation and scheduling	Assist with calendar management, monitoring and analysing resource utilisation, supporting MD with varied, time sensitive tasks.
Documentation	Support Directors in maintenance of business critical documentation such as service agreements, NDA's, training material and internal procedural documents.
Budgeting	Assist Directors in forecasting business income and expenditure, tracking cash flow, and yearly business planning.
Business planning	Work with the Directors to identify strategic priorities. Monitor progress towards these goals.

Standards and Compliance	
Data control	Assist with the continued development, review and application of GDPR-compliant data control policies.
HR processes	Assist with continued development, review and application of personnel documentation and policies in co-operation with our HR consultant. Assist with performance reviews, recruitment and the maintenance of a healthy HR environment in the company. Monitor onboarding processes and documentation.
Best practices	Assist with research, planning, development and application of ongoing enhancement to company best practices and certifications such as Cyber Essentials and ISO9001.
Company secretarial	Maintain the required company records, produce regular shareholder updates and file documentation at Companies House where required.

Commercial Relationships	
Marketing	Attend meetings with Directors and external marketing consultant. Assist with development of marketing materials, market research, management of marketing projects and coordination of exhibitions.
Customer and supplier relations	Liaise with customers and suppliers, manage these relationships and ensure cordial, effective and timely communications.
Meeting support	Attend critical customer meetings alongside a Director, collate agenda points prior to meetings, provide informational support during meetings, and circulate summaries and action points.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">● A-level or equivalent qualifications	<ul style="list-style-type: none">● Degree qualification or equivalent
Skills/ Knowledge	<ul style="list-style-type: none">● Polite, clear and helpful communication● Strong organisation skills and implementation of processes to manage systems● General computer and software fluency● Ability to manage time and prioritise effectively to meet deadlines● Work to a consistently thorough, detailed and accurate standard● Skilled in developing efficient ways of working● Ability to work flexibly and under own initiative	<ul style="list-style-type: none">● Ability to draft complex correspondence and present information concisely● Strong spreadsheet skills● Willingness to develop knowledge of software packages● Use of Xero for book keeping● Understanding of GDPR and its implications● Understanding of business planning and strategy
Experience	<ul style="list-style-type: none">● Demonstrative experience in an administrative role● Working with confidential, sensitive and/or proprietary information● Relationship management● Experience working with senior management	<ul style="list-style-type: none">● Previous experience in similar role● Experience or training in formal Company Secretarial responsibilities● Providing training to colleagues, and management of new hire processes

A benefit of working in a smaller company is the opportunity to work on a broad range of activities. We of course expect to provide training and support in areas of the role which may be less familiar as part of your professional development.

Our values

Emergent Design values outline our approach and underpin everything we do:

- We work in a transparent and open way
- We value and encourage an agile and collaborative work environment
- We are results driven and dedicated to devising new solutions to solve hard problems - we like making cool stuff
- We value our people and recognise the need for a healthy work life balance