

Personal Assistant to the Director General's Office Job Description – November 2018

ORT is a global education network driven by Jewish values. We are passionate about unleashing the potential of young people so they can lead fulfilling lives and have a positive impact on the world around them.

Since our foundation in 1880, ORT has been transforming lives through training and education. From focussing on teaching 19th century Russian Jews essential trades and professions, we have evolved to provide 21st century skills to empower people and strengthen communities. Our ORT network now reaches 300,000 people a year, in 37 countries, and is one of the largest educational charities in the world. We provide a combination of high-level science and technology education with strengthened Jewish identity to bridge the gap between ability and opportunity – and to ensure the continuity of Jewish life worldwide.

LOCATION: Camden Town, London

SECTOR: Not-For-Profit

SALARY: Commensurate with experience

ROLE OVERVIEW:

Personal Assistant to the Director General's office including the Director General & Chief Operating Officer

ORGANISATIONAL POSITION:

The Personal Assistant will be line managed by the Chief Operating Officer

KEY RESPONSIBILITIES (but not limited to):

- Successfully manage and maintain the Director General's diary
- Successfully manage and maintain the Chief Operating Officer's diary
- Scheduling meetings and arrange conference calls
- Co-ordinating international travel including flights, trains, tickets, hotels and visas
- Preparations of materials for all meetings
- Work as an integral team member of the Director General's area
- Administration of file management, storage and retrieval
- Relationship management with key lay leaders
- Dealing with all incoming and outgoing correspondence
- To design administrative systems where necessary
- Being the gatekeeper and fielding phone calls and dealing with internal and external enquiries as necessary
- To support in all areas of correspondence whether by email, letter or report writing
- Meeting preparation including minute taking
- General administrative support including hosting meetings
- Following protocol with respect to financial procedures
- Ensure the smooth running of the Director General's office
- To understand the work & programmes of ORT
- To participate in other activities of ORT as required
- Work closely with senior management, department staff and international operations

SKILLS AND PERSON SPECIFICATION:

- At least two years proven experience in a similar role and an eagerness to be a professional personal assistant and administrator
- To be highly proficient in both written and spoken English
- To have excellent organisational and administrative skills
- To be highly proficient in all Windows applications specifically Outlook, Word, Excel & Powerpoint and other IT applications
- To be able to work within an international organisation with both lay leaders & professional staff
- Ability to work flexibly with people of different cultures, languages etc.
- To be able to work on each area of responsibility flexibly and within time constraints
- To work to a high standard at all times
- To be able to take initiative
- Excellent communication skills
- Effective problem solver
- To have the administrative capacity to translate vision into detail and successful implementation
- Other languages would be advantageous
- Ability to work flexibly with people of different cultures, languages etc.
- An eagerness to work in the charity sector
- The ability to work under pressure
- To be able to work on each area of responsibility with flexibility and within time constraints
- To work highly proactively as well as reactively
- To be willing to work out of office hours as required
- To ensure that adherence to appropriate confidentiality takes place
- To understand the responsibilities of working as part of a team by supporting and assisting other colleagues
- To have high attention to detail and take pride in all work

OFFICE ADDRESS:

ORT House, 126 Albert Street, London, NW1 7NE

HOURS OF WORK:

Office hours are 09:00 – 17:30 Monday to Thursday and 09:00 – 14:00 on Fridays.

This role may involve working out of hours and occasional international travel.