

## **Vacancy: Executive Assistant to the MD**

Fast, flexible, energetic, driven and decisive? You could be the ideal Executive Assistant to our Managing Director.

We are seeking a very capable individual to help the MD run the business. You'll be helping with accounts, HR and business development.

You'd be directly involved in making the business stronger and more efficient, while making the MD's life smoother.

You'd be finding ways to make the office run more smoothly, to reduce waste, particularly IT problems.

You won't be doing that much typing but you would be speaking to clients and prospects a lot.

You need to be very IT-savvy, so you can speak the same language as our retained IT specialists, and do daily trouble-shooting.

You must have advanced Microsoft Office skills / Outlook skills. Ideally, you'd be familiar with ACT!

You'll have the self-confidence and intellect to grasp how we support our clients and drive our new business efforts, and find your own way around the business without a lot of hand-holding.

Loads of opportunities if you want to pitch in on managing our website, while also producing management reports and improving our project management skills and tools.

For an application form and job description, email [kay@gravitaspr.co.uk](mailto:kay@gravitaspr.co.uk)