



Do you have the energy?

Executive Assistant, Plymouth

MVV Environment Devonport Ltd is a wholly-owned subsidiary of MVV Umwelt GmbH which has more than 40 years experience in operating decentralised waste disposal and energy generation plants. Our group manages incineration capacity of 1.5 million tonnes of household and commercial and industrial waste and waste timber a year and is therefore one of the market leaders in Germany in the generation of energy from waste. The use of waste for energy generation purposes is becoming ever more important in the waste industry. With its extensive expertise in generating energy from waste and its investment strength, our group now aims to expand into the UK market, starting in Plymouth.

MVV is looking to recruit an accomplished PA to fill a senior position supporting the managing directors of its Plymouth based subsidiary company. This is a crucial role, as you will be required to act as ambassador for the company, in delivery of communications and public relations. Providing expert secretarial and administrative support to the managing directors and their lead teams, you'll play an instrumental role in the smooth running of their business. Undertaking a great deal of complex planning, and consistently balancing a number of priorities effectively, you will have a positive impact on the efficient use of time and resources, value for money and the availability of vital information. The role calls for the ability to handle a wide range of responsibilities and encompasses extensive, proactive diary management, organisation and attendance of meetings internally and externally, minute taking, organising high level events and receiving senior delegations, arranging travel and accommodation both nationally and internationally, co-ordination and processing of the directors correspondence and taking appropriate action, purchase orders and invoices. You will also be expected to produce a variety of high quality, accurate documentation in a timely manner, including drafting reports and briefing papers. As an experienced senior level PA, you will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision with a high level of professionalism and confidentiality. The ideal candidate will be resourceful, efficient and exceedingly well organised; you will be expected to combine excellent written and verbal communication and interpersonal skills with outstanding planning, organising and networking. You must have a keen attention to detail and accuracy and be flexible in your approach with the ability to remain calm whilst working within a pressurised environment. You will be fully conversant with Microsoft Office Packages and experience of SAP//R3 HR module would be advantageous. You will be rewarded with the following package – Basic Salary £18,000 – £22,000 + excellent bonus, free parking and pension.

To apply for this vacancy please send a covering letter and your current CV to Sharon Crick at Hunters Personnel - sharon@hunterspersonnel.co.uk or call 01752 222280


Devonport Ltd