

## **Manager's PA**

At Apex, we're passionate about people. Not just customers who make our business happen, but employees who make *our business happen*.

The Director of Apex works over hundreds of miniscule tasks a day, when his time can be better utilised running the business. This is where the PA takes over. If you love a challenge, love being pulled in all directions and don't want a minute wasted, this role is for you. In essence, this role requires you to be a sales person, administrator, customer service agent and general problem solver. The Director is a hands on type of leader and he is looking for a dynamic, energetic, and positive assistant to handle his work load and help him organise the tasks and calendar which he currently manages on his own.

Our people are unique in that they are not motivated by money, but rather use their passion and drive for success to achieve their financial gains. Your starting wage is never going to be your constant wage at Apex, but your pay is based on your own achievements.

### **We need:**

- An assertive individual who speaks in an authoritative tone with tact
- An outstanding individual who is not afraid of highly charged situations and not afraid to think outside of the box
- Organise and prioritise tasks daily
- Can work in a fast-paced environment
- Works under authority but with assertiveness
- Able to communicate confidently via phone, WhatsApp Business, and face to face
- Able to communicate with people from all walks of life

### **You need:**

- Your own diary system that doesn't fail you
- A sound admin background; you will be working with all team members and assigning shipment references
- An eye for accuracy
- Stick to deadlines and help the Director complete his daily tasks
- Work tirelessly and keep Apex and its customers at the forefront of all your actions

## **A typical day at the office:**

- Respond and work through messages on WhatsApp Business
  - Work through emails
  - Make a daily to do list; check diary and add/amend entries
  - Arrange meetings with customers
  - Answer all of the Director's calls and make yourself familiar with his top clients and suppliers so you can confidently communicate with them
  - Take meeting notes, type up and pass to team and the Director
  - Communicate with all team members about schedule changes
  - Book shipments and assign references
  - Be a representative of Apex
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- **Full time**
  - **9am - 5pm, Monday - Friday**
  - **Occasional Saturdays**
  - **From £20,000 a year**
  - **Mainly based at our warehouse on Wheat Street, Leicester, but occasionally based at our office on Evington Road, Leicester too**