

PA TO CEO & MARKETING ASSISTANT

Full time
Permanent
Immediate start
Competitive Salary

This presents an excellent opportunity as an assistant to the CEO at one of the UK's fastest growing brands. We are a client-centric brand looking to improve on our delivery of service and quality of product we deliver.

The role offers a candidate the chance to be an integral part of an award winning private landlord and developer operating across Liverpool & St Helens. With a portfolio in excess of 250 rental units and a development pipeline of a further 200 units with a combined value of £52M, this is a role for a dedicate and committed candidate. The candidate will be expected to deliver the core values and preserve the reputation of the brand.

The successful candidate will be working alongside the CEO assisting with the day to day running off the business, undertaking tasks set by the CEO. This is a demanding all encompassing role with each day dealing with a variety of matters, no 2 days will be the same. If you are looking for 9-5 tile this is not the position for you, if you want a demanding role with the chance to be an important part of a brand with high aspirations this is the role for you.

The candidate will need to be driven, committed and well organised to deal with their work in a timely manner. They must be IT literate and familiar with Microsoft Office packages and Wix websites. Experience and proven track record is essential.

The role include (not exhaustive list):

- Assisting with updating the corporate websites
- Preparing presentations and brochures
- Assisting with social media posts
- Being part of marketing strategy
- Progressing tenancy applications
- Drafting contracts and notices
- Preparing letters on behalf of management
- Scheduling meetings
- Chasing up outstanding matters required by the CEO
- Attending meetings with or for and on behalf of the CEO
- Liaising with all departments to report directly to the CEO with updates
- Attending weekly team meetings and corporate events
- Assisting arrange events
- Adverting/marketing available properties
- Inspecting buildings and properties on behalf of the CEO against corporate checklists
- Contacting tenants on behalf of the CEO
- Assist in dealing with any complaints raised by clients
- Contacting clients and arranging meetings if necessary
- Assisting in collection of payments/rent