

Job opportunity for UCP students/graduates

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| Category | <input checked="" type="checkbox"/> | Graduate job | <input type="checkbox"/> | Graduate scheme |
| | <input type="checkbox"/> | Part-time work | <input type="checkbox"/> | Voluntary / charity |
| | <input checked="" type="checkbox"/> | Work experience / placement | | |

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| Job title | Executive PA & Admin Assistant |
| Company name | iDream Academy |
| Location | Allia Future Business Centre Peterborough |
| Start date | Immediate |
| Hours | Flexible |
| Contract | Placement – with a potential contract |
| Salary | Negotiable |

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|------------------------|---|
| Job description | <p>ROLE SUMMARY</p> <p>As Executive PA & Admin Assistant you will be expected to report to the Managing Directors. This role will consist of the following:</p> <ul style="list-style-type: none"> Responsible for acting as the Managing Director’s first point of contact with people from both inside and outside the organisation. Oversee office operations and management Responsible for executing administrative tasks |
| | <p>RESPONSIBILITIES</p> <p>Typical activities and responsibilities include:</p> <ul style="list-style-type: none"> Ensure that project(s) members are correctly briefed on their role and relevant tasks Ensure workers have the relevant resources to complete their work and monitor progress Ensure project documents are complete, current, and appropriately stored Booking sub-contracted tutors for relevant classes, and organising their work inline with sales/demand Developing and producing agreements/contracts for: tutors, staff, clients, key partners and any other Handling DBS’s for relevant staff and arranging relevant insurance requirements Arranging travel, visas and accommodation and, occasionally, travelling with the Manager and Managing Director to take notes or dictation at meetings or to provide general assistance during presentations |

- Managing the Director's diary and attending meetings taking dictation, minutes and storing minutes
- Carrying out background research and presenting findings
- Liaising with all staff department to produce documents, briefing papers, reports and presentations
- Organising, attending meetings and ensuring CEO is well prepared for meetings
- Managing and maintaining budgets, as well as invoicing and payroll
- Sorting, distributing incoming post as well as organising and sending outgoing post
- Organising, storing paperwork, documents and computer-based information
- Arranging both in-house and external events; networking events, company Christmas events
- Carry out any additional task requested from CEO as Executive PA & Admin Assistant

ENTRY REQUIREMENTS

- Relevant GCSE's - English and Maths: Minimum grade C
- Relevant experience in the Management/Admin field, preferably in the entertainment industry
- ***Ideal but Not Required:*** Educated to postgraduate level or studying Management/Business related degree

PREFERRED SKILLS

- Excellent oral and written communication skills
- Drive, competence, flexibility and a willingness to learn
- Excellent organisational and time management skills with the ability to multi-task
- Ability to be proactive, work efficiently under pressure and to use own initiative
- Adaptability, reliability and punctuality
- Good teamwork, analytical and problem-solving skills
- Business awareness and a good knowledge of current affairs

ADDITIONAL NOTES

Please note that additional tasks may arise as company progresses. If you have any further questions regarding this position please do not hesitate to contact US via the details listed above. Good luck!

Company description

iDream® is the marketplace for music and dance education, offering workshops, and courses in most styles of dance and all aspects of music including business online.

How to apply

Please send a copy of your CV along with a note on your preferred position to: tiago@idreamacademy.co.uk

Closing date for applications

N/A

University Centre Peterborough are not responsible for the accuracy of information provided.