**Position:** PA to CEO

**Reporting To:** CEO

**Status:** Permanent

**Salary:** £27,000 - £30,000 per annum plus benefits

**Hours:** Full-Time (basic hours are 9.00 a.m. to 5.30 p.m)

**Based:** Reading

**The Company:**

Universal Transaction Processing provides a range of market leading credit and debit card payment solutions to small and medium sized businesses within the UK.

**The Role:**

To provide outstanding administrative support to the Chief Executive.

**Duties and Responsibilities include**:

* Implement and maintain effective procedures / administrative systems;
* Draft communications as required;
* Assist with ad-hoc project work;
* Communicate with Board Members, schedule Board Meetings and arrange agendas;
* Monthly reporting;
* Book business travel arrangements when required;
* Develop comprehensive knowledge of our partners / business contacts together with a general awareness of all business issues the CEO is involved in;
* Rapidly develop a thorough understanding of the payments industry and the market sector we operate within, together with a thorough understanding of the services we have on offer.

**The Successful Candidate:**

Will be able to evidence…

* Excellent attention to detail and the ability to always produce accurate work which is clear and complete;
* Professional, clear and confident communication skills on the telephone;
* Excellent verbal, written and communication skills;
* Exceptional organisation and time keeping skills;
* A flexible working attitude;
* Excellent problem solving skills;
* A proven track record in a similar role;
* Living within a reasonable commute of Reading.

Due to the nature of our business all prospective employment offers will be subject to a satisfactory disclosure from the Criminal Records Bureau in accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997.

***Note:*** *This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.*