**PA to Chairman – Lytham - £25,000 to £32,000 per annum (based upon experience)**

Tangerine Group are currently recruiting for a PA to Chairman at our Head Office in Lytham. You will act as the Personal Assistant to the Group Chairman providing a high level of secretarial support.

**About the Role**

Main duties (but not limited to) …

* Provide administrative support to the Chairman.
* Manage the Chairman’s diary in MS Outlook.
* First point of contact in Chairman’s office for all telephone enquiries.
* Prepare monthly invoices for Chairman’s personal properties and royalties, checking bank statements to ensure that all payments are received.
* Ensure that all invoices due by the Chairman in relation to personal properties are paid.
* Submit the Chairman’s quarterly VAT return and his Pension.
* Other ad-hoc tasks as requested
* Provide secretarial support to Senior Management Team as and when required.
* Control the Chairman’s direct report holiday requests.
* Manage various projects on behalf of the Chairman.
* Other ad-hoc tasks as requested by the Chairman mainly being mail merges, letters, memos, agendas, minute-taking and presentations.

**About You**

* At least five years previous working experience within a similar role
* Excellent telephone manner
* Good interpersonal and communication skills with people at all levels of seniority.
* Excellent time management skills
* Advanced IT skills in MS Word, Excel and PowerPoint

 **About Us**

The Tangerine Group is a privately held company based in Lytham. Within the group are ten limited companies, each operating as stand-alone entities. We specialise in the manufacture and sales of animal health and nutrition products for farm and companion animals, including veterinary and equine products.

We’re passionate about being the best and you should be too!

**Interested?**

Apply online for immediate consideration.