



Personal Assistant

-  Redditch, Worcestershire
-  18,947 – 22.5 hours per week (preferably over 5 days)

www.NSG.com

www.Pilkington.com/Careers



WHO ARE WE?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Creative Technology.

Our mission is to change our surroundings and improve our world.

THE ROLE

The successful applicant will provide administrative support to the Senior Leadership Team at Automotive Redditch.

Key responsibilities

- Management of Senior Leadership Team event/meetings across multiple time zones & regions within the Global business (including full management of Outlook calendars). Including internal & external stakeholders.
- Arranging travel for the Senior Leadership Team based at Automotive Redditch – flights, hotels, any other forms of transport etc. (may also involve other members of the Senior Leadership Team travelling to the Redditch site for events/meetings).
- Management of Senior Leadership teams expenses.
- Other administrative support as deemed necessary (organise presentations, taking meeting minutes).



WHAT ARE WE LOOKING FOR?

You and your Skills

- Ability to manage multiple tasks and prioritize effectively.
- Interpersonal skills are a requirement.
- Discretion & Confidentiality.
- Excellent verbal and written communication skills to interact with various stakeholders.
- Technical Proficiency - experience with Microsoft Office software and Outlook.
- Ability to work flexible hours, as and when required.

Benefits

- Annual bonus of 10% of salary (dependent on company performance)
- Flexi hours scheme
- Long Service holidays
- Pension Plan – with up to 8% employer contribution
- Free car park

We give everyone an equal opportunity to contribute to their full potential and harness the richness of ideas.

If you believe you can take on the challenge, we very much want to hear from you. Click [Here](#) to apply now!