



MAYSIDE PARTNERS
VENTURE CAPITAL
www.mayside.com

Job Title

Personal Assistant (PA) to the CEO

Location

Scotland, United Kingdom

Job Type

Full-Time, Work On-site, including some UK travel

About Us

Mayside Partners Limited is a dynamic and rapidly growing group of companies with diverse interests spanning multiple industries. Headquartered in Scotland, we are committed to innovation, excellence, and sustainable business practices. We are seeking a dedicated and experienced Personal Assistant (PA) to the CEO to support the executive team in achieving our strategic objectives.

Job Overview

We are looking for a highly organised and proactive Personal Assistant to provide exceptional administrative and secretarial support to the CEO of our group of companies. The successful candidate will play a crucial role in ensuring the CEO's time is optimised and that the day-to-day operations run smoothly.

Key Responsibilities

Calendar Management: Efficiently manage the CEO's calendar, scheduling meetings, appointments, and travel arrangements. Ensure the CEO is well-prepared for all engagements and that schedules are optimised.

Communication: Act as the primary point of contact between the CEO and internal/external stakeholders. Handle emails, phone calls, and correspondence with professionalism and confidentiality.

Meeting Preparation: Prepare materials, agendas, and minutes for meetings. Coordinate and confirm attendance, ensuring that meetings run smoothly and objectives are met.



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Travel Coordination: Arrange domestic and international travel, including flight bookings, accommodations, visas, and itineraries, ensuring a seamless and comfortable travel experience.

Document Management: Maintain organised records, files, and documents. Assist in the preparation and proofreading of reports, presentations, and other business documents.

Expense Management: Manage and reconcile the CEO's expenses, ensuring compliance with company policies and maintaining accurate records.

Project Support: Assist in various projects and initiatives as assigned by the CEO, providing research, data analysis, and coordination as needed.

Confidentiality: Handle sensitive information and maintain the highest level of confidentiality and discretion at all times.

Gatekeeping: Manage the CEO's incoming requests and prioritize issues, delegating tasks as appropriate.

Personal Support: Provide personal support to the CEO as required, including managing personal appointments and other tasks.

Qualifications

- Proven experience as an Executive Assistant or Personal Assistant to a high-level executive
- Strong organizational skills and attention to detail
- Exceptional written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to multitask and prioritize effectively
- Discretion and the ability to handle confidential information with care
- Flexibility and adaptability to changing priorities and a fast-paced environment
- Knowledge of Scottish business practices and local knowledge is a plus



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What We Offer

- Competitive salary c£25-35k (annual) and a comprehensive benefits package, including private healthcare
- Opportunity to work within a relaxed, friendly environment
- Collaborative and innovative work tools
- Professional development and training opportunities
- Access to a company vehicle if required

Application Process

To apply for this position, please submit your CV and a cover letter detailing your relevant experience to hr@mayside.com including why you are interested in joining our team. We look forward to reviewing your application and considering you for this exciting opportunity in Scotland.