

## Job Details

<b>Job Title</b>	Personal Assistant / Office Manager	<b>Line Manager(s)</b>	Simon Crunden
<b>Salary</b>	£26,000-£29,000 per annum pro rata + benefits (OTE £111k-£119k depending on hours)		
<b>Department</b>	Business Support		
<b>Location</b>	Edinburgh (in-office role)		
<b>Hours</b>	15-22 hours –2-3 days (negotiable and very flexible)	<b>Permanent or Fixed Term</b>	Permanent (3-month probationary period)

## Who are Republic of Media?

With offices in Manchester and Edinburgh, Republic of Media is an agency with an emphasis on creativity combined with commercial focus. We specialise in communication planning, media buying, brand building, digital media and innovation.

We plan and buy advertising space on behalf of clients such as bet365, The Scottish Government, Magners Cider, Whyte & Mackay, Highland Spring, Landsec, Beaverbrooks and many others. We are a talented and fast-growing team, currently of 73 people.

## The Role

We are looking for a Personal Assistant to join our team in Edinburgh to provide PA/administrative support to members of the Leadership team – especially the CEO. The role will involve the co-ordination, preparation and minute taking of senior meetings, diary management, planning and arranging events, making travel bookings, dealing with telephone queries and project work.

In addition the applicant will serve as office manager for an office of 36 people including managing deliveries of milk, groceries and fruit, organising repairs, liaising with the building manager and other tasks.

As a fast growing business with lots going on, the job will flex with you, so you may find yourself involved in all sorts of different and interesting tasks.

The successful candidate will need to be able to work as part of a team, have experience of working in a varied administrative role, creating an ability to manage multiple tasks and prioritise workloads.

In return you'll find a fun, creative and ambitious company with shared rewards for success.

## The Benefits

As well as salary, you'll be part of a profit-linked company bonus scheme that has paid out at least 2 weeks salary in each of the last 10 years. Other benefits include:

- Pension (after 3 months' service, with the company matching your contribution, resulting in 10% of your basic salary being saved into the Pension scheme)
- 33 days holiday inclusive of flexible Public Holidays & the seasonal office closure (pro rata if part time)
- Enhanced parental leave
- Holiday purchase scheme
- Private medical insurance (opt-in) plus Vitality Wellbeing at Work for all
- Fruit, snacks and great coffee
- Long service awards and a great social programme

## Job Description

<b>Key Responsibilities</b>	<b>People</b>
	<ul style="list-style-type: none"> <li>- Personal assistant duties to the leadership team, reporting directly to the CEO</li> <li>- Travel bookings &amp; event management for senior leadership team in line with budget, policy &amp; procurement guidelines</li> <li>- Relationship building &amp; liaison with external partners</li> <li>- Effectively co-ordinating and supporting internal and external meetings, including accurate minute taking</li> </ul>
	<b>Premises</b>

	<ul style="list-style-type: none"> <li>- Providing support &amp; cover for the dedicated multi-site office manager across a range of facilities tasks cross office</li> <li>- Liaison with external contractors; cleaning, security, landlord, R&amp;M, local authority, fire drills/safety for the local site</li> <li>- Arranging internal and external meetings/room bookings and in-house catering, guest management</li> <li>- General office upkeep</li> </ul>
<b>Deliverables / measures of success</b>	<ul style="list-style-type: none"> <li>- Successful time management of multiple tasks and adhering to set/agreed deadlines</li> <li>- Successful completion of all set training courses and programmes</li> <li>- Excellent written and verbal communication demonstrated day to day</li> <li>- Successful management of offices across a dual location</li> <li>- Building and maintenance of internal &amp; external-supplier relationships</li> <li>- Focused and calm under pressure</li> <li>- Highly organised and thrives working in a busy environment</li> <li>- Contribution to ideas around space management &amp; optimisation</li> </ul>
<b>Key requirements, technical and person</b>	<ul style="list-style-type: none"> <li>- Prior experience in a similar role – even better if in the advertising or creative agency space</li> <li>- Good attention to detail</li> <li>- Well organised &amp; proactive</li> <li>- Project management capabilities</li> <li>- Strong written and verbal communicator</li> </ul>

## Diversity and Inclusion Statement

Republic of Media is an equal opportunities employer, committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We actively aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply. Please advise of any reasonable adjustments that we can make to allow you to apply and at any stage in the process.

## Application

To apply, please send your CV and covering letter outlining why you are a suitable candidate to [jobs@republicofmedia.co.uk](mailto:jobs@republicofmedia.co.uk). Please put 'Edinburgh PA' in the email subject line.

No closing date has been set but successful candidates for the first stage of the process will be notified by 28<sup>th</sup> June 2024.