

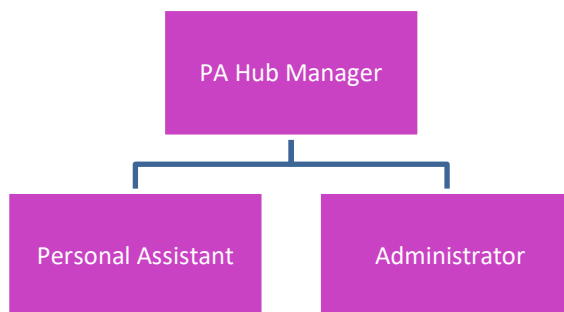
Job Description: PA Hub Administrator – Sodexo Live!

Function:	Administration
Position:	PA Hub Administrator – Sodexo Live! UK&I
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	PA Hub Manager – Sodexo Live! UK&I
Additional reporting line to:	
Position location:	No fixed place of work – travel required across the UK on an occasional basis

1. Purpose of the Job – State concisely the aim of the job.

- This role is to support the PA Hub for Sodexo Live!, which will also involve support for a board of Directors who are frequently travelling or working remotely. You will report directly into the PA Hub Manager and will have the support and guidance from the PA Hub Manager.
- Travel – some travel may be required to attend meetings and events requiring occasional overnight stays.
- Flexibility – flexibility on work schedule will be required occasionally.
- To provide an efficient, effective & professional administrative support service to the PA Hub and Director level management within Sodexo Live!
- Liaising with a broad range of stakeholders in a timely manner.
- Administrative support to the PA Hub Manager of Sodexo Live!

2. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



3. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Is thorough and shows attention to detail. Proactively plans use of time to minimise reactivity.
- Accomplishes set goals. Demonstrates a constructive approach when faced with obstacles.
- Committed to delivering the tasks required.
- Ability to analyse problems and propose suitable solutions.

4. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Drive executive delivery by monitoring the PA Hub e-mails and proactively action as agreed, ensuring deadlines are met by Directors and the PA Hub Manager and outstanding actions followed up.
- Support the PA Hub with the organisation of meetings, ensuring that the Directors are prepared for all meetings with papers/packs etc. Attend and support as requested.
- Support the PA Hub with extensive travel arrangements - including flights, accommodation, car hire, meeting rooms etc. for the Directors. Understand and comply with UK and Group travel policy where appropriate and ensure cost-effective utilisation of the travel budget.
- The provision of administrative expertise, managing all forms of correspondence such as post, email and taking minutes and dictation in meetings for recording and communication purposes.
- Produce and update Excel spreadsheets and Power Point presentations as required.
- Responsible for the management of electronic files.
- Raising and processing of invoices and chasing outstanding payments.
- Complete Directors administration e.g., monthly mileage and expenses for Directors and action via Condeco system.
- Maintain strict confidentiality on work undertaken on behalf of Directors.
- Support the PA Hub Manager with administrative tasks and project work.
- Undertake other tasks as requested by Directors or PA Hub Manager.

5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Administration tasks are completed within agreed timescales and in an accurate manner.
- Documents produced are to a high standard and contain all required information.
- Ensuring the team are where they need to be and when, having successfully coordinated diaries and travel.
- Positive feedback from the Directors, PA Hub Manager and other key stakeholders

6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role

7. Management Approval – To be completed by document owner

Essential

• Competent with Microsoft office applications (including Outlook, Word, Excel, Publisher & PowerPoint)

Document Owner	Date	21/10/2022
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- Good numerical and verbal skills.
- Excellent communication, organisational and administration skills, including editing skills.
- Outstanding attention to detail
- Ability to multitask and thrive in a fast-paced environment
- Have worked in an environment where confidentiality is important.
- Ability to be resilient and adaptable
- Good standard of general education
- Ability to work both independently and as part of a team

Desirable

- Proven experience within a similar role. Experience of working with an extremely busy team with very high standards would be useful.
- Previous Administration experience
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8. Employee Approval – To be completed by employee

Employee Name		Date	
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