



## **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.



**MAYSIDE PARTNERS**  
**VENTURE CAPITAL**  
www.mayside.com

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



**MAYSIDE PARTNERS**  
**VENTURE CAPITAL**  
www.mayside.com

### **What We Offer**

- Competitive salary c£25-35k (annual) and a comprehensive benefits package, including private healthcare
- Opportunity to live and 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](mailto:hr@mayside.com) or via the link found on our website, 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.