

Personal / Finance Assistant

Applications

Online:

<https://www.energybolting.com/careers>

Email:

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WWW.ENERGYBOLTING.COM

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Energy Bolting is a customer centric manufacturer of special fasteners, machined components and associated products to global energy industries.

We are delighted to recruit for the full time position of Personal / Finance Assistant.

This is an excellent opportunity to work for a growing and prosperous business.

Company Values

Service culture - Commitment to quality - Measurable results - Trusted partnerships

Job Title: Personal / Financial Assistant

Location: Enterprise Drive, Four Ashes, Wolverhampton, WV10 7DF

Working Hours: 8:30am - 5:30pm with one hour lunch break, Monday-Friday.

Salary: £25,000 PA - Negotiable depending upon relevant experience.

Start Date: Immediate

Annual holiday entitlement is 22 days plus statutory bank holidays.

Principle duties and responsibilities

- Directors diary management including scheduling meetings, calendar invites, board room bookings etc.
- Attending meetings to take minutes and record key action points.
- Distribute meeting outputs/actions.
- Develop and manage company holiday procedures.
- Travel appointments & bookings.
- Personal tasks on behalf of the directors.
- Organising events.
- General assistance as required (drafting documents / letters)
- Arrange interviews appointments.
- Draft employment offer letters
- First point of contact for staff concerns.
- Assist with the financial department with a variety of tasks.
- Any other duties deemed necessary in keeping with the position.

Skills

- Problem solving and decision making.
- Excellent communication skills
- Previous experience as a personal and/or a financial assistant

