



Personal Assistant/Office Manager

Liz Lean PR Ltd - Poole

Are you an efficient and dynamic organiser with a flair for organising a creative office? Do you fancy working for Dorset's best known PR agency – with the finest view in the county?

Liz Lean PR has a strong reputation for professionalism, a can-do attitude and excellent results across our varied portfolio, from media and stakeholder relations to marketing, crisis management and events.

We're looking for an enthusiastic office manager to support our busy Sandbanks team and act as a personal assistant to our managing director. You'll be one step ahead of our every need: highly organised, professional and an excellent communicator. You'll also be able to support the team with press release writing and media administration on an ad-hoc basis.

The successful candidate will:

- Be able to liaise effectively, sensitively and confidentially with clients, managers, staff, and potential employees.
- Be able to carry out personal assistant duties for the managing director and willing to assist with her personal tasks. This includes diary management, expenses, answering emails and taking phone calls in the managing director's absence.
- Have proven organisational skills and a track record of effective and efficient administration.
- Be able to prioritise and manage a demanding workload and work to tight deadlines.
- Be a strong team player, who fits in with our friendly, approachable team.
- Be diplomatic and capable of handling complex situations.
- Be able to deal effectively in all business relationships while projecting a positive image of the company.
- Have excellent writing skills to fulfil ad-hoc feature or press release tasks.
- Have a professional, friendly manner when dealing with incoming telephone and email enquiries.
- Greet and assist visitors when arriving at the office.
- Have experience in assisting with HR processes including recruitment.
- Have knowledge of how to prepare invoices each month and be responsible for credit control under the supervision of a fully trained accountant as well as collating the team's expenses for submission to payroll.

Must be computer-literate with experience in Microsoft programmes. Previous PA/office manager experience is desirable.

Have knowledge with using accounting software such as Xero.

Degree in PR, Marketing, Communications or Journalism is also desirable but not essential.

In turn, we'll offer a competitive salary, free parking, staff incentives and socials as well as a friendly culture with team spirit at the core.