



**DELIVERING TOMORROW'S  
SECURITY TODAY**

## **PA to the Managing Director/Administrator**

**Salary: Competitive, dependent on experience**

**Location: Cardiff**

**Contract: Full-time, permanent**

### **Who we are:**

Oprema is the fastest growing UK distributor of CCTV, access control, intrusion, fire and networking products. We've worked hard to become a Fast Growth 50 company, and we're proud to be the UK's premier Dahua distributor. We also carry over 50 other market leading brands, such as Advanced Electronics, Apollo, Comelit, Controlsoft, Flir, Galaxy, HID, Hochiki, Milestone, Morpho, PAC, Paxton, Pyronix, Samsung, Texecom, Vanderbilt, Videx and Xtralis.

Unlike some distributors, we don't just shift boxes. Our approach is consultative – we help our customers through the provision of training, access to our expert technical team and design of bespoke solutions.

### **The job:**

- Take a proactive approach to diary management, co-ordinating and prioritising meetings, according to importance.
- Prioritise all internal and external calls to our MD in a professional and efficient manner.
- To manage inbox and produce emails on behalf of the MD
- Assist the MD with personal tasks e.g. booking personal appointments, personal errands.
- Managing the SMT Meeting agenda, minute taking, collation and production of any reports, sharing subsequent information with staff.
- Booking & Coordination of all Travel Arrangements - Air/Rail/Hotels/Visa's to budget
- Coordination of Oprema Training Events – setting up, catering, booking in delegates, produce certificates.
- Project managing any office related activities i.e. away days, team events
- Booking & Coordination of customer and supplier events e.g. sporting events, restaurant bookings.
- General office administration & housekeeping such as post, reception of visitors to the building, booking taxi's, coffee machine.
- Providing administrative and organisational support to the Senior Management Team where necessary.

**Must Haves:**

- Previous PA experience at an Executive level.
- Experience of working in a wider team as an Office Manager or administrator.
- Excellent communications skills and able to deliver messages both written and verbal in a confident and engaging manner.
- Intermediate to advanced Excel, Word, PowerPoint skills.
- Tact and discretion, for dealing with confidential information.
- A confident and professional image, ensuring own attitude and approach has a positive impact on others.
- Must be proactive, having the drive to succeed in a fast paced & demanding environment
- Flexible, adaptable and personable approach, able to liaise with people at all levels.
- Self-starter, resourceful and able to find solutions.
- Accurate and have high attention to detail.
- High organised, having the ability to multi-task and work to tight deadlines.

**What we offer:**

- Competitive salary.
- 25 days' rising to 27 days upon completion of 3 years' service, plus bank holidays.
- Group pension scheme.

If you have any queries regarding the post, please contact Natasha Owens, HR Manager on **02920 641 509** or [natasha.owens@oprema.co.uk](mailto:natasha.owens@oprema.co.uk)

To apply please send a CV to [natasha.owens@oprema.co.uk](mailto:natasha.owens@oprema.co.uk)

Closing date for applications is **9<sup>th</sup> February 2018**  
Interviews will be held on **20<sup>th</sup> and 23<sup>rd</sup> February 2018**