



Job Title: Personal Assistant

Location: East Kilbride

TUV NEL provides programme management, consultancy, engineering and technical services to meet the needs of industry worldwide. We are part of the TÜV SÜD Group, the leading global technical services company, serving customers in a wide range of industries. The TÜV SÜD Group is represented internationally by more than 600 locations worldwide, with 13,000 employees and has an annual turnover of €1.1 billion. We are a leading provider of services, solutions and technology to an international customer base across a variety of sectors including: Oil & Gas, Government and Renewable Energy. We are currently looking for a capable PA to join our team. As an expanding and progressive organisation, excellent development prospects are available to ambitious and capable individuals.

Primary Job Responsibilities

- Organisation of appointments, diaries, travel and associated activities for the Head of Business Development and Operations Director
- Use of company systems (Excel, Access and SAP) to provide management information on a regular cycle
- Monitoring and progression of actions required by the Head of Business Development and Operations Director
- Demonstrate the appropriate level of discretion at all times when handling information of a confidential nature
- Preparation of presentations and provision of support at meetings
- Management of administrative assistant(s)
- Occasional support to Events team involved in running global conferences

Competencies & Personal Attributes

- Competent typing, shorthand and dictation skills
- Proficiency with Microsoft Office, including advanced PowerPoint presentations and Excel spreadsheets
- Highly numerate and logical thinker
- Pro-active organisation skills
- Resilient attitude, with demonstrable skills in seeing tasks through to completion
- A track record of the ability to deal with people of differing national and cultural backgrounds
- Language skills would be an advantage, particularly German

Qualifications & Experience

- Relevant PA experience
- Standard Grade passes at General Level [or equivalent qualification] in English and Maths are required as a minimum

Salary will be commensurate with skills, competencies, qualifications and experience.

A comprehensive and flexible range of employee benefits are available including a group personal pension scheme. Further information about the Company can be found on our website www.tuvnel.com.

To apply, please send your CV, including current salary details, to: jmiles@tuvnel.com or by post to: Jan Miles, HR Department, TUV NEL Ltd, East Kilbride, Glasgow, G75 0QF.

All job applicants should refrain from including the following information on their CV/application as these will not be used in the recruitment selection process: Date of birth, age, sex, marital status, school names or religion.

Closing date: Friday 27 November 2009