

Job Vacancy

Realise the next step
of your career

Personal Assistant

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)

'the Company really looks after you as a person' (Technical Administrator)

'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

Bauder Ltd
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Job Specification

August 2024-v3

Profile

The objective of the role is to provide professional high level effective, proactive and efficient PA support to two Managing Directors to enable collaboration, harmony and efficient working across the areas of responsibility. The incumbent will require little to no supervision and minimal direction and will ensure all aspects of administration, planning and co-ordination of work streams is managed effectively and efficiently. The role will require strong project management skills and associated qualifications and the ability to support projects to fruition. Sound management skills with previous experience of managing stakeholders across the business with proactivity and strong influencing and communication abilities is essential.

Key accountabilities

- Act as the first point of contact for the Managing Directors and maintain the effective working of their office in their absence.
- Working strongly in conjunction with other stakeholders collaborating and supporting at all times.
- Maintain the highest level of confidentiality with integrity, tact and diplomacy.
- Ability to learn and understand business networks in order to effectively coordinate activities with your business area with a helicopter view.
- Effective management of diaries ensuring scheduling meetings, prioritising and management of appointments and necessary documentation is fulfilled with a proactive forward thinking supportive approach.
- Effective management of travel and accommodation requirements with a proactive forward thinking approach.
- Manage Company projects as assigned through to completion and support the Managing Directors with facets of project delivery.
- Manage correspondence and track incoming and outgoing correspondence and ensure replies are produced within the timeframe with a pre-emptive approach.
- Pro-actively lead, compile and produce presentations for delivery by the MD's with minimal support.
- Produce briefing packs, meeting papers and all other documentation, chasing up and co-ordinating responses as required.
- Prepare draft responses and ensure that cyclical and management deadlines for reports, review and budgets are met, liaising with associated stakeholders.
- Establish and maintain systems and procedures to support the efficient running of the office.
- Maintain effective communication and working relationships with key partners and stakeholders at operational level; the Director Team and key internal and external stakeholders.
- Liaison with Bauder Germany and the associated Group PA/other business stakeholders to provide required reports and documents together with organisation of meetings etc.
- Booking flights, accommodation and arranging meetings, specifically in relation to the MD's and utilising the BSA team if required.
- Taking minutes and actions where required and applying high degree of confidentiality and integrity.

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Key competencies

- Minimum 5 years' experience of providing a high level PA service at Executive/Director level.
- Oversee complex diary and correspondence management at Director level.
- Building and developing good working relationships at a senior level and the ability to build trust displaying strong integrity, confidentiality, tact and diplomacy at all times.
- Office Management experience.
- Ability to meet tight deadlines and manage complex workload.
- Strong management experience.
- Management of workload with minimal input and high degree of professionalism and strong proactive approach.
- Manage change and ambiguity; demonstrate resilience and the ability to implement and adapt to change.

Skills criteria

- Numeracy and financial management and budgetary skills.
- Project Management qualifications and experience.
- Accurate time management and prioritisation with minimal supervision.
- Ability to take responsibility within both defined and undefined parameters.
- Analytical and practical.
- Able to work both autonomously and an excellent team player.
- Excellent written and oral communication skills with the ability to influence at all levels.
- Able to solve or pre-empt problems.
- Excellent interpersonal skills, with the ability to deal effectively at all levels in order to provide an excellent level of care.
- Excellent planning and organisation skills, including the ability to make judgements regarding competing priorities and identify resources accordingly.
- Strong influencing and negotiating skills.
- Ability to use appropriate IT applications.
- Develop strong understanding of the supported business area in order to make considered decisions and judgements.

This job specification is non-exhaustive and subject to change as the Company deems necessary.

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