

## **Executive Assistant, Band 5**

**West Hertfordshire Hospitals** would love to hear from you!

NHS Professionals run the temporary work placements at West Hertfordshire Hospitals and we are looking for an **Executive Assistant** to start ASAP!

Location: Trust Wide

Department: Trust Offices

Band: 5

### **What will your duties and responsibilities be?**

- Organise and plan the workload of the executives by negotiating with internal and external colleagues in order to fulfil diary commitments
- Arrange all travel and accommodation arrangements as necessary
- Organise the scheduling of formal and highly complex meetings
- Responsible for high level co-ordination between the executive team and senior managers in order to initiate/produce reports, briefings, papers etc, for meetings and key stakeholders
- Produce agendas and papers, taking formal and informal minutes/action notes and distributing them within the required time-frame.
- Source and gather information to assist the executives in prioritising their workload effectively to ensure deadlines are met.

### **We are the largest recruit of bank staff to the NHS. In return for your hard work we are offering the following perks:**

- 1st choice of over 4,200 placements – your dedicated consultant can book your placements today.
- Work this week, get paid next - Get paid the following Friday when you release your timesheets by 23:59 on Wednesday.
- Get paid to take holiday! - Holiday is accrued during every shift you work.
- Statutory maternity/paternity (subject to qualifying criteria)
- Access to our very own pension scheme called 'NHSP Stakeholder pension' for eligible members
- Free training and development opportunities

...and we are part of the NHS family!

We value your skills and experience and can provide you with a fantastic opportunity to work within the NHS and deliver a great experience for patients.

### **Where can you find out more?**

Contact the admin and clerical team on 03330 144354 or email [a&c@nhsprofessionals.nhs.uk](mailto:a&c@nhsprofessionals.nhs.uk)