

# Personal Assistant to CEO (FTC)

LOCATION: Remote / Hemel Hempstead /  
Beaconsfield / Amersham



## About the role:

An exciting opportunity has become available for a Personal Assistant to provide direct support to our CEO. This is a part time opportunity on a FTC for a period of nine (9) months providing maternity cover, offering an immediate start to ensure a smooth handover. The successful candidate will be required to work three (3) or four (4) full days per week, this role offers a combination of both hybrid and office-based working between various sites located within the Beaconsfield, Hemel Hempstead and the Amersham area.

The CEO is fully engaged with running a number of successful growing businesses and works closely with the Board of Directors across these organisations. With the continuous growth of the businesses, the support is needed from a Personal Assistant to help manage the time and priorities, which in return will support the CEO with time to focus on high level activities that will drive the businesses onwards. To assist in that goal, we are looking to recruit a Personal Assistant who will coordinate and assist our CEO where needed.

This role would suit an individual who enjoys the challenges of working hard in a fast-paced, dynamic environment. This opportunity would suit someone who enjoys a varied role but is dynamic, engaging and highly efficient.

## You will be responsible for:

- Organising meetings, preparing agendas, taking and distributing minutes as and when needed and ensuring follow up actions are completed.
- Maintaining diaries and emails. This includes scheduling meetings and drafting email content.
- Travel arrangements and insurance.
- General administrative tasks.
- You will also be responsible for the upkeep of vehicle management including servicing and insurance.
- Organising events including overseas business trips and large corporate company events and conferences, you will be responsible for overseeing to ensure a smooth and successful delivery, whilst monitoring and maintaining the event budget.
- Management of ad-hoc projects. These tasks will require the ability to work closely on high-profile, largely confidential, projects.
- Supporting the CEO with producing documents, briefing papers, reports and presentations.
- Ad hoc requests and assistance as needed.

## **Key Skills:**

- Is highly Computer Literate (Microsoft Word, Excel, PowerPoint)
- Possesses strong personal planning and work organisation skills and enjoys organising others
- Professional telephone manner, both incoming and outbound
- Has exceptional standards in quality of work and total discretion relating to sensitive information
- Is conscientious, productive and efficient.
- Makes sound judgements in performing work tasks.
- Originates, implements and executes new ideas; takes initiative.
- Enjoys working closely with others in often very pressurised situations.

## **Why Academia?**

Academia is an innovative and rapidly expanding technology company on a mission to transform IT services for large public and private sector customers. We're not just a supplier; we're a trusted partner for thousands of clients.

Our ethos is simple, if we can provide great technology and make it work, we will empower our customers to optimise their investment in technology. Your IT success is our business.

Building a strong reputation over 20 years as a top-tier provider of IT solutions and services, the company has sustained double-digit growth, with revenues exceeding £170 million in FY25. We have picked up prestigious industry awards along the way, including the highly prized CRN reseller of the year award.

Backed by Strive Capital, which has provided strong financial and strategic support since 2020, Academia is well-equipped to continue expanding into new areas. Our dedicated lifecycle division, launched to meet the growing demand for sustainable IT solutions, reinforces our commitment to reducing environmental impact while supporting the full lifecycle of our technology.

Our culture is built on teamwork, innovation, integrity, ambition, and a commitment to delivering excellent customer service. With ambitious growth plans and a supportive, collaborative environment, Academia is a fantastic place for professionals eager to make an impact. Join us and become part of one of the UK's most exciting tech success stories.

## **Benefits**

- Gym membership contribution
- Health Cash Plan
- Increased annual leave with length of service
- Free annual leave on your birthday
- Length of service bonus
- Flexible working hours
- Hybrid working
- Free Will Writing service

- Life Insurance
- Wellbeing Days
- And so much more!