

Job Title: Executive Assistant

Location: Bristol, BS34 7PZ

Salary: £30,000

Contract Type: Permanent

Third Dimension are a global leader in the development and manufacture of non-contact, precision profile measurement solutions.

We are looking for an experienced Assistant to provide a comprehensive service to the CEO supporting him to manage his workload, including inbox and diary management, managing workflow and ensuring deadlines are met. You will be a core part of the team, being involved in different projects and organising and attending key meetings, including taking minutes and ensuring actions are followed up.

To be successful in the role you will have experience of working at Board level within a small organisation, be highly organised and efficient, have excellent IT skills and have a flexible approach to your work. We are looking for a team player with a sensitive, diplomatic, and confident manner.

What we offer

- A salary of up to £30,000 per annum depending on experience
- Flexible working around core hours (37.5 hours per week). We are happy to talk about further flexible working options at application or interview stage.
- Pensions - up to 5% matched employer pension contributions
- Development – as you grow in the role, we will support you throughout that journey
- 25 days annual leave plus bank holidays, rising to 27.5 days after 5 years' service pro-rata depending on hours worked
- Eligibility for the company discretionary bonus scheme after 2 years of service
- Private health insurance
- Healthcare cash plan
- Bike2work scheme
- Share option scheme and profit share scheme
- Payment for up to two professional memberships each year
- Free on-site parking
- Holiday purchase and carry over schemes
- A happy, healthy working environment with free fruit provided each week, and a great group of people to work with

If you are looking for an interesting and varied job where you can use your skills to make a real difference, we look forward to hearing from you! Please submit your CV online, together with a covering letter to careers2020@third.com. Please specify the vacancy reference number when applying – V2006.

You must be able to provide proof of your eligibility to work in the UK and proof of skills and qualifications gained. Appointment of successful applicants will also be subject to receiving suitable references.

We respect and value everyone's contribution. Third Dimension is an equal opportunities employer. We are committed to providing an environment that supports and encourages the many skills, interests and backgrounds and experiences that people from different social groups can bring. We strive to provide a workplace which is free from discrimination, harassment, and bullying, and where everyone is treated with respect and dignity.

We are not accepting CV's from recruitment agencies.