**Executive Support COO & CRO (part-time)**

Birmingham

**The role**

To provide support to the Chief Operating Officer and Chief Risk Officer, providing administrative support as needed – diary management, minute taking, governance record keeping, arranging meetings/interviews, responding to correspondence

To support strong operational resilience through adherence and application of all governing regulatory requirements across Unity Trust Bank.

Provide secondary support on facilities matters eg. stationery/office supplies, floor moves etc

Under taking small projects as required in support of Executive team

**The person**

* Experience of providing secretarial and administrative support to senior executives
* Good interpersonal and communication skills
* High standards of customer service
* Highly organised and pro-active
* Ability to work under pressure to agreed deadlines
* Adaptable to change
* Ability to produce meetings minutes and draft/edit written documents independently
* Competent in the use of Microsoft Word and PowerPoint
* Ability to handle confidential and sensitive information
* Flexibility to work additional/out of hours to fulfil the requirements of the role
* Attention to detail

**Desirable:**

* Experience of working in banking/financial services
* Company secretarial experience

**Benefits**

30 days annual leave
5 days volunteering per employee per year
Company Pension Scheme
Diverse Workforce
Support for relevant Professional Qualifications

Please send your CV to hr@unity.co.uk