



# Executive Assistant (Swindon)

**Hills Waste Solutions is one of the largest family-owned waste management companies in the UK and a subsidiary of The Hills Group based in Swindon.**

We have a fantastic opportunity to join us as an Executive Assistant at our office in Swindon. You will be responsible for providing confidential and efficient support to the Group Director and senior management team. You will have experience of supporting at senior director level and have excellent communication skills at all levels.

## **About your new role**

- Provision of administrative support to the senior management team and proactive management of electronic diaries
- Coordination of meetings including producing agendas and taking accurate minutes in a timely manner
- Provision administrative support to projects, training, and databases across the division
- Production of high-quality documents, letters and reports
- Structuring of your daily activities to ensure that all priorities and deadlines are achieved.

## **About you**

- Excellent communication skills and able to build professional relationships across the organisation is key to being successful in this role
- An effective team player
- Excellent organisational and multi-tasking abilities
- Proficient in Microsoft Office and the ability to learn software packages as required.

This role is key to the success of the division and you will be joining a company that continues to innovate as a pioneer of the circular economy, utilising waste as a resource and helping customers to divert waste from landfill.

**Please email your CV to [join@hills-group.co.uk](mailto:join@hills-group.co.uk) or contact Hills on 01793 781199 for an application pack quoting the vacancy reference HGL1288.**

*The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*

[www.hills-group.co.uk](http://www.hills-group.co.uk)