



PA Support Job Specification

Filter Cartridges

Carbon Cartridges

Water Treatment Cartridges

Bag Filtration



Filter Housings

Reverse Osmosis

Water Softening

Ultraviolet

The Company

Fileder is an ambitious and forward-thinking SME who are experts in the filtration industry and have over 40 years of success.

As independent specialists in advice and supply of liquid filtration and treatment products, our filtration solutions are installed in some of the world's best-known brands, including Coca-Cola and McLaren. We provide our services to sectors ranging from food and beverage manufacturers, pharmaceutical, engineering, automotive, beauty, aquatics and healthcare, and take pride in being **'easy to deal with'**. We have gained a reputation for excellence with our global business partners, which is further enhanced with our £6 million worth of stock holding, technical support, external account managers, training and laboratory facilities available along with our excellent customer services.



Our modern and open plan offices are based in Maidstone, Kent, benefiting from free on site parking, a chill-out room, wellbeing suite and changing rooms with showers. Fileder installed solar panels in 2022, has a 95% electric car fleet and has achieved ISO14001 Environmental certification status.

While main office hours are 9am to 5.30pm, some departments vary. Employees can also enjoy a variety of perks offered and with the knowledge that excellent professional growth and development opportunities are available and encouraged.



40+ years
as a filtration
expert



4500 customers
across the UK & Europe



£6 million
of stock held



97%
of orders despatched
the same day



20+ years
of ISO 9001
Certified

The Person & The Team

The PA Support will need to have a 'can do' attitude with a high level of care for getting things right the first time, along with excellent organisational and acumen skills.

To put these to use, they must have the confidence to liaise with all levels of staff, and occasionally suppliers and customers, whilst possessing the necessary confidentiality, intelligence, flexibility and adaptability that this position demands. The person must have a drive to bring high energy to a team and enjoy providing an exceptional standard of service, not only within the business but with associates too.

All employees must have eligibility to work in the UK.

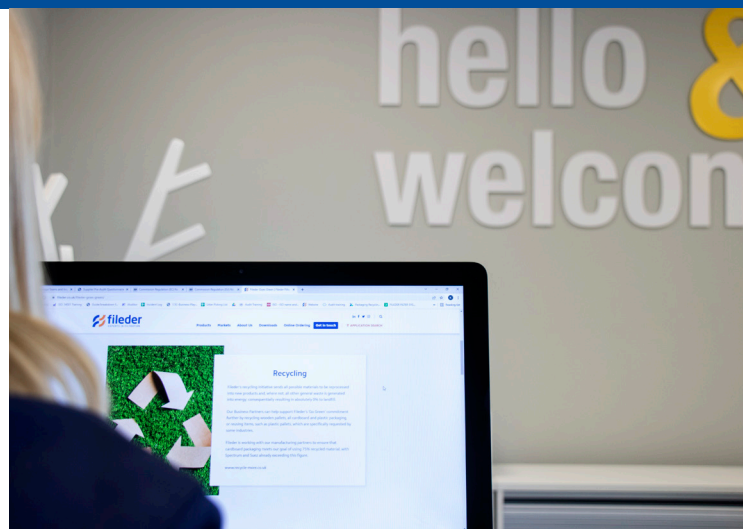
Fileder Filter Systems Ltd prides itself on being 'easy to deal with'; this is certainly true within the PA Services department whose collective aim is to assist and support the company in all aspects.

The department works closely with managers and the Managing Director, ensuring seamlessness with meetings, visits, events and trips. The PA Services' office is a confidential space for others in the company, the go to department for issues that are in the moment and for empathy and understanding. The department prides itself on being fun and all members of the team are expected to bring new ideas and energy to projects.

The Team builds trust and confidentially with others and, most importantly, has each other's backs. PA Services are involved in a wide range of projects and events and the team should jump in and get involved.

Skills:

- Proven track-record in an administrative role
- Good organisational skills
- Adaptable and flexible in order to cope with a demanding workload
- The ability to work independently and as a team
- Instant buddy personality



The Role

As a member of the PA Services Team, whose primary responsibilities centre around people, arranging travel, entertainment, events and presentation preparation, this role focuses on primarily supporting the Managing Director and Marketing Team.

The PA Support requires excellent people and administration skills as well as an eagerness to learn about tasks set around Marketing. Being responsible for arranging meetings, travel, and all-round support to a first-class standard to aid efficiencies and accuracy, this requires an individual who is a quick learner and can also action and manage with speed and precision.

The role is varied, consisting of both PA Services with a heavy link to hospitality with our associations with Manchester United, Brighton and Hove Albion and Wembley stadium, as well as support to the rest of the business. The PA Support will assist in running the brand distribution and marketing campaigns.

Working as an equal team (although with a manager) with a desire to succeed and support each other, as well as support employees in an unofficial HR capacity, PA Services run an office with an open door and welcoming environment to encourage all staff share as all parties may require. The PA support must have an empathetic yet straight talking attitude.

This role will suit someone looking for a great opportunity to use their interpersonal and organisational skills.

The PA Support will take direction from the Managing Director's PA.

The Responsibilities

- To assist the Managing Director's PA with projects, events and daily running of the office.
- To work with our associations with Manchester United, Brighton & Hove Albion and Wembley to deliver world class hospitality.
- To work alongside the sales team and Business Partners to ensure events and hospitality information/tickets are distributed accurately and in a timely manner.
- Organising and servicing meetings, arranging travel, accommodation, sustenance, meeting rooms, producing agendas, whilst liaising with all involved to ensure meetings run smoothly.
- Supporting team event management.
- To ensure that full itineraries are in place to optimise employees' time at the Maidstone offices.
- To produce business analysis as required, professionally presented in the relevant formats, eg PowerPoint, Excel, hardcopy etc.
- To manage the mailing room, coordinating the collateral for Marketing as well as literature and incentive items.
- To work with the New Business team to ensure that campaigns are coordinated, with stationery, literature and relevant incentive items, and are distributed to aid the New Business team's efforts.
- This role requires commitment and flexibility, with regards to both professional aptitude and hours worked, with the ability to commit to some overnight / evening business travel.
- The role requires working out of hours to deliver the bigger events and projects.
- To ensure that the department is a go to for any in the moment issues.
- To ensure that confidentiality is upheld at all times.
- To carry out any reasonable instructions given by management for the benefit of the Company.

The Benefits



Fileder Benefits Package*

0-3 Months →	Fileder Wellbeing Suite • Eyetest contribution • Counselling • Onsite wellness and boxercise classes
3 Months →	PT Classes • Private Healthcare • Pension • Attendance bonus • DenPlan • Sick Pay • Osteopath
1 Year →	Celebrate your 1 Year Workiversary with a day off and luxury activity for two worth £200
5 Year Club →	Celebrate 5 years at Fileder with your choice of a wellbeing benefit to the annual value of £1,200 nett and 2 additional days holiday
10 Year Club →	Celebrate 10 Years at Fileder with a week off paid, £1,500 nett towards a holiday of your choice, a luxury gift, a meal out with colleagues and 2 additional days holiday
15 Year Club →	Celebrate 15 Years at Fileder with a week off paid, £500 nett towards a UK Staycation and 2 additional days holiday
20 Year Club →	Celebrate 20 Years at Fileder with 2 weeks off on double pay, £5,000 nett towards a holiday of your choice, a luxury gift, a meal out with fellow 20-year club colleagues and 2 additional days holiday
The Lifetime Club (25 Year) →	Celebrate 25 Years at Fileder with a month off paid, £1,000 nett to spend on a once in a lifetime experience and 2 additional days holiday

* Non contractual and subject to change without notice, see Workplace for full terms & conditions.

The Headquarters

Fileder Filter Systems Ltd

20/20 Business Park

Maidstone

Kent

ME16 0LS

01622 691886

Email: hr@fileder.co.uk

Tel HR: 01622 621931

