



Navtech Radar Limited

Home Farm, Ardington,

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 info@navtechradar.com

THE POSITION – EXECUTIVE ASSISTANT

Navtech Radar is looking for a talented and experienced Executive Assistant to support the MD and the company through an exciting period of rapid growth.

Excellent interpersonal skills and the ability to communicate across all levels of the business will be essential as the role will see you engaging with team leaders from a range of specialisms. The role will be diverse and wide-ranging.

COMPANY OVERVIEW - NAVTECH RADAR

Navtech Radar is a world-leading innovator, and multi-award-winning designer and manufacturer of commercially deployed radar solutions. Our ground-breaking technology is utilised by clients worldwide, across many industry sectors, from Perimeter Security Surveillance and Industrial Automation to Traffic Incident Detection on Smart Highways and as part of Intelligent Transport Systems (ITS).

As part of Halma plc, a FTSE 100 company, you will be joining a group of companies whose mission is to make the world cleaner, safer, and healthier.

OUR WORK HEADQUARTERS

Our offices are nestled in the picturesque village of Ardington, South Oxfordshire, within an easy commute from areas of Reading, Swindon, Newbury and Oxford.

OUR CULTURE, AND BENEFITS

We help create the right environment for our dedicated staff by providing a flexible, fun, friendly, and family feel. We are dog friendly and enjoy family, friends and group events. We have plenty of free parking for our employees and provide you with options to join colleagues on lunchtime walks, biking and other pursuits. We care about our staff, in fact, our culture is developed by them, for them!

KEY ACCOUNTABILITIES

This is a very varied and at times challenging role – and no two days will be the same. You will be providing support to the MD by managing his diary and fielding calls, but you will also support the wider functioning of the business by facilitating and minuting management meetings, collating board reports and researching and reporting on strategies to make our business more effective.





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As our company grows there are plenty of opportunities for you to grow with us - broadening your scope by working on exciting projects that will benefit the business as a whole and contribute to our success.

As our Executive Assistant you will be:

- Managing the MD's diary, responding to emails, organising internal and external appointments
- Assisting the MD in managing any strategic and special projects; liaising with staff, suppliers and clients accordingly
- Compiling and preparing reports and presentations as well as relevant research.
- Helping with grant applications and help manage interaction with government agencies
- Helping organise events such as open days, staff events, key customer visits etc.
- Minute taking (particularly in weekly, quarterly and annual management meetings)
- Helping arrange travel and accommodation
- Assist in compiling the regular Company newsletter

YOUR COMPETENCIES

As our new Executive Assistant, you should be able to:

- Prioritise, and quickly learn what is urgent and what can wait. You may at times have competing priorities so an ability to be flexible and resourceful is essential.
- Manage ambiguity and take initiative – the MD is not always here so you will need to be able to think on your feet
- Problem solve – this is one of our key values – you will need to be able to provide solutions to problems to move things forward autonomously without getting stuck.

You will need to be a confident and effective communicator as you will be required to work with all levels within our organisation, as well external parties including customers and suppliers.

We are looking for someone who can come in and “hit the ground running” so we do need you to have PA and/or EA experience or similar with a proven track record. Naturally you will need to have excellent organisation skills, be proactive, goal-oriented and computer literate.

Experience of working within a technical, engineering or science field would be beneficial due to the communications you will be dealing with, but not essential.

