



Directors' PA

Candidate Brief

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

Email: Careers@aesseal.co.uk



AESSEAL® overview



AESSEAL® is part of the AES Engineering Ltd Group, a global engineering and reliability company with sales exceeding £265 million. We specialise in the design and manufacture of mechanical seals and seal support systems. Our innovative products are designed to minimise environmental impact, helping to combat climate change.

At AESSEAL®, we take pride not only in our exceptional business reputation but also in our commitment to exceeding social responsibilities. We have a strong track record of developing talent within the organisation, providing apprentices and employees with opportunities to grow, take on additional responsibilities, and advance into management roles.

View our day in the life videos:

We actively encourage employee involvement in impactful initiatives, such as collaborating with schools to inspire the next generation of engineers and entrepreneurs, sponsoring GUTS events, and achieving global Net Zero. AESSEAL® is also a recipient of 15 Queen's Awards, plus numerous ISO certifications. The business has a track record of achieving year-on-year sales and profit growth and has invested millions of pounds in facilities and machinery which contribute to making AESSEAL® a unique place to work.



Our core values

Our Purpose is to give our customers such exceptional service that they need never consider alternative sources of supply.

- We pursue excellence in order to continuously improve.
- We promote, embrace and manage change.
- We champion honesty and fairness.
- We are committed to protecting the environment.
- We create an environment where we are happy at work.

Our vision is to become the leading global reliability business, delivering solutions to help industries save water, energy, cut pollution, and create a better world.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 66 trading entities operating from 161 locations in over 100 countries, and employ a global network of sales engineers and technical support specialists..

C. J. Rea, Managing Director



The benefits

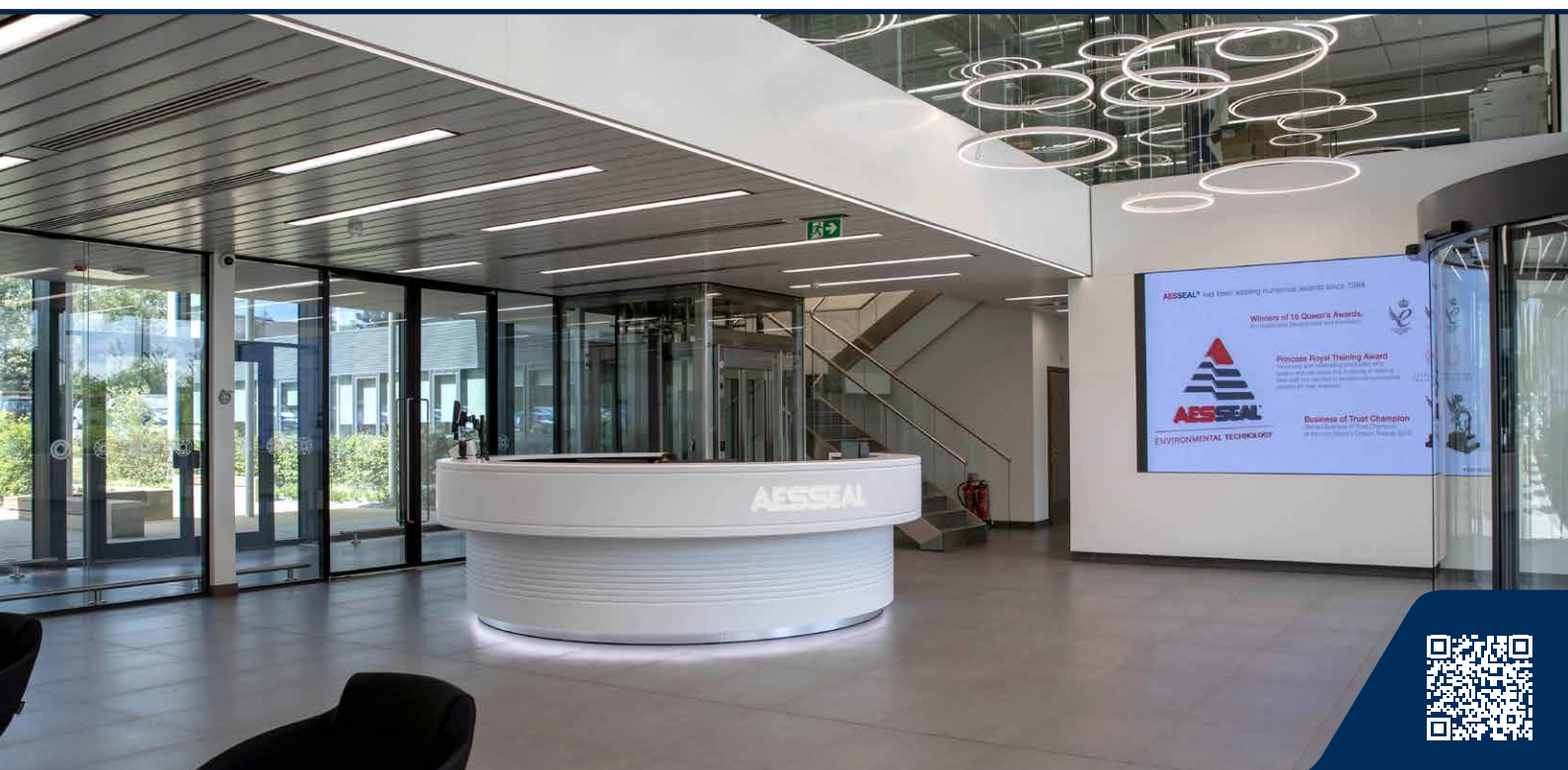
At AESSEAL®, we recruit and develop the most talented individuals, whether that's in engineering, sales, service, or support roles.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today, we have 230 locations worldwide, supplying customers in 104 countries, and employ a global network of sales engineers and technical support specialists.

Working collaboratively across our global operation, we are one 'family' community, where teamwork is encouraged and clarity, mutual respect, and understanding are key. If you would like to find out more about our current vacancies and apprenticeship schemes, please navigate using the careers menu.

What are the benefits to working for AESSEAL®?

- Pension Scheme including Salary Sacrifice
- Aspire to Retire Scheme
- Life Assurance
- Length of Service Scheme (5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years)
- Mindful Employer – Supporting Mental Health
- Cycle2Work Scheme
- EV Car Scheme – partnered with Octopus Energy
- BenefitHub – exclusive discounts, rewards and cashback
- STAR Awards - £250 Amazon Voucher
- Sporting Tickets
- Westfield Health cover at discounted rates
- Help@Hand – Employee Wellbeing and Mental Health
- AES Tree Walk
- Free On-Site Parking and EV Charging Facilities



Job purpose

To work closely with Senior Management or Directorial staff to provide administrative support, usually on a one-to-one basis, with a high level of professionalism and in a manner that reflects positively on the organization.

HR support for all group companies:

AESSEAL plc	-	600+ employees
AVT Reliability	-	70+ employees
AVT Reliability Ireland	-	5+ employees
AVTPump	-	25+ employees
AESSEAL MCK Ltd	-	5+ employees
AESSEAL Ireland	-	5+ employees
AESSEAL Marine	-	5+ employees

Directors' PA Role

Job Title: Directors' PA

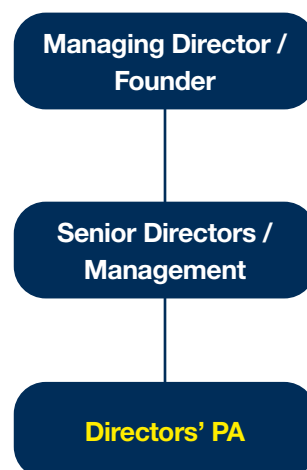
Department: Directorate

Location: Rotherham, Mill Close

Organisation: AESSEAL plc

Reports to: Directors

Organisational Chart



A. Calendar Management:

Maintaining and updating the executive's calendar, scheduling meetings, and coordinating travel arrangements.

B. Meeting Preparation:

Preparing agendas, gathering information, and taking notes during meetings.

C. Communication Management:

Handling phone calls, emails, and other correspondence, acting as a gatekeeper and out of office eyes for the executive.

D. Travel Coordination:

Booking flights, accommodation, organising visas and other travel-related arrangements.

E. Document Preparation:

Preparing reports, presentations, and other documents for the executive.

F. Administrative Support:

Assisting with a variety of administrative tasks, such as managing expenses and handling correspondence.

G. Event Planning:

Assisting with the planning and execution of events, such as conferences and board meetings.

H. Relationship Management:

Supporting the executive in building and maintaining relationships with key stakeholders.

I. Confidentiality and Discretion:

Handling confidential information and maintaining discretion in all interactions.

N.B This list is not exhaustive, the job holder is required to carry out reasonable tasks within their level of skill and ability.



Skills, knowledge and experience

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A minimum of 5 years solid and continuous experience as a professional Personal Assistant. role supporting C-Suite Directors. Will be able to demonstrate previously providing outstanding high-level support. Must be highly adaptable Possess excellent typing skills (at a minimum of 40 wpm). Proficiency in Microsoft Office Suite: Good knowledge of Word, Excel, PowerPoint, TEAMS and other relevant software. Excellent written and oral English with attention to detail, initiative and the ability to thrive under pressure. 	
Skills & Knowledge	<ul style="list-style-type: none"> Strong organizational skills: Ability to manage multiple tasks and prioritize effectively. Excellent communication skills: Both written and verbal communication, including the ability to communicate effectively with clients and stakeholders. Problem-solving skills: Ability to anticipate and resolve issues proactively. Emotional intelligence: Understanding and managing emotions, both one's own and those of others. Ability to work independently: Ability to manage tasks without constant supervision. Strong attention to detail: Accuracy in all tasks and a keen eye for detail. Discretion and confidentiality: Ability to handle sensitive information with discretion and maintain confidentiality. Professionalism and a positive attitude: Ability to represent the executive and the company in a positive light 	



Skills, knowledge and experience

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none">Should have a minimum of 5 years solid and continuous experience as a professional Personal Assistant. role supporting C-Suite Directors.	Experience interacting with senior leadership outside the UK would be considered an advantage
Character	<ul style="list-style-type: none">Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.Commitment to excellence - perform duties at the highest level possible on a consistent basis.Excellent communicator – Good interpersonal skills, able to interact with people of all levels in a confident, professional manner.Team player - have team-oriented experience and approach.Service focus - dedicated to meeting the expectations of the Director and other senior executives by maintaining effective relationships with interested parties.Strong ability to manage multiple tasks and prioritize workload effectively.Ability to adapt to changing priorities and work under pressure	

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