

Executive Assistant

The Company

ProHeat Systems is an award winning company working in a niche application of heat transfer technology, helping to modernise UK gas networks and support their ambitious carbon reduction targets.

The Role

This is a unique opportunity for a talented and highly driven individual to join a growing industrial technology company, working alongside the company's engineering team. ProHeat has developed a reputation for delivering innovation at scale and is helping to drive change at the heart of the gas industry.

Principal Duties and Responsibilities

- Managing documentation to ensure records are complete and kept up to date
- Helping with proposals for innovation grants and technical development opportunities
- Checking commercial and engineering documents
- Organisation of logistics for events and meetings
- Taking minutes in meetings
- Communications including quarterly newsletter and website updates
- Coordination and creative input into company marketing material
- Identification of speaking opportunities at industry conferences
- Administration of company records including patent and trademark documentation

Key Qualifications, Skills and Characteristics

- Minimum of three years of professional experience
- Experience working in the engineering industry is desirable
- Extremely high standard in Microsoft Office
- Natural curiosity and a fast learner
- Strong interpersonal skills with ability to learn technical concepts
- Outstanding organisational skills with a meticulous attention to detail
- Exceptional written and verbal English communication skills

Desired Attributes

- Detailed orientated
- Native English speaker or equivalent level of English
- Comfortable with technical writing
- Friendly disposition

- Interest in innovation
- Professional experience in communication

Rewards

ProHeat is committed to investing in talented employees who have ambition to contribute to the success and growth of the business. Compensation will include:

- A competitive salary
- Incentives including professional development

To apply for this position a **cover letter is required**. In your application, tell us how joining ProHeat would help develop your career. Please also feel free to tell us about your other interests. Applications can be submitted by email to: info@proheatsystems.com

