

**Passenger Focus
Job advertisement**

Executive Assistant to the Passenger Director

Based in Islington, N1.

We are pleased to announce that there is a brand new opportunity in our London office for an organised, effective communicator to provide support to the Passenger Director. This role involves proactive management of the Passenger Director's work and includes secretarial, administrative and research support along with diary management and associated correspondence/report drafting. You will have good organisational skills, plenty of initiative, be comfortable prioritising your own and others' work and have gained experience in a similar role.

This new post is a permanent appointment at grade C+ with an annual salary of £28,982. A full job description for this post is attached.

If you are interested in this role please send your CV and cover letter, indicating how you meet the criteria, to recruitment@passengerfocus.org.uk.

The closing date for applications for this post is **Thursday 24 September 2009**.

Interviews will be held on **Friday 9 October 2009**.