

An example:

**The job advert**

**ROYAL MAIL**

Test your management skills  
In an environment of excellence

***PERSONAL ASSISTANT***

London : c£19,000

Royal Mail is a truly world class organisation with a commitment to providing the best service available in our field. At our London Head Office, we now have an opportunity for an exceptional PA to develop the range and depth of his/her talents.

Reporting into a matrix management structure, the excellence of your secretarial skills will be the cornerstone of your success in the role. However, the position offers more than simply managing your own and your manager's time. The key to your success will be in your ability to manage, motivate and bring out the very best in a highly experienced and talented team of secretaries.

Accordingly, your interpersonal skills must be of the highest order, and we will be looking for evidence of experience at supervisory level in a medium to large size organisation.

The rewards, alongside a highly competitive benefits package, include a rare degree of freedom and responsibility.

To apply, please write with a full CV and current salary details to our consultant Chris Wilson at Wilson Associates, Frederick Street, Edinburgh EH2 1EP. Closing date: 30 August 2002.

*Royal Mail is an equal opportunity employer, suitably qualified applicants with disabilities will be shortlisted.*