



Personal Assistant to Director
Tommy Banks Group

Reports to: Director

Hours: Approx. 40 Hours per week (Part-time would be considered for the right candidate)

Holiday Entitlement: 28 Days per annum

Working From: TBG Group & Jeopardy Hospitality Group Sites

Package: up to £37 000 depending on experience and working hours

Benefits: Company laptop and other benefits

Overview

We are looking for an experienced, proactive Personal Assistant to work alongside and provide support to one of our directors. Helping them stay one step ahead with a fast-paced, busy schedule.

This role is ideal for someone who thrives on variety, takes initiative, and enjoys working closely with someone who values trust and reliability but prefers a relaxed, informal approach to their working life.

About us

The Tommy Banks Group is a family-owned, multi-award-winning group of restaurants based in North Yorkshire, where the Banks family have farmed for generations. The group now consists of two Michelin-starred restaurants, a pub, a premium food box business and canned wine brand.

Additionally, the directors have recently launched Jeopardy Hospitality; an exciting new venture, bringing new life to places with real history. The aim is not just reopening pubs but working to restore them with care and respect for what makes them unique. It's about creating spaces where people can come together, enjoy good food, and connect with local heritage.



The Role

Key Responsibilities:

- Acting as a first point of contact, screening calls, managing correspondence, and communicating with all branches of the businesses and with third parties.
- Scheduling appointments & meetings, managing calendars, and coordinating meetings both internally and externally to the business
- Booking travel and hotels organising and overseeing itineraries.
- Drafting and sending emails, letters, and other forms of communication. Preparing reports, presentations, and documents, managing and handling filing systems.
- Travelling to the various sites in the Tommy Banks Group and Jeopardy Hospitality and to Events
- Working with the senior leadership teams

Skills and attributes:

- Highly organised and detail-oriented, able to manage multiple tasks and priorities effectively, with the ability to quickly adapt to changing priorities and demands
- Strong verbal and written communication skills
- Experience in handling sensitive information with the utmost discretion
- Resourceful and able to solve problems independently.
- Efficiently managing time and deadlines
- Flexible approach – some weekend work will be required
- Calm under pressure with a warm, confident approach. Building and maintaining positive relationships with people at all levels in the company.
- Proficiency in using office software, communication tools, and other relevant technologies.
- Full, clean driving licence

Previous PA experience is preferable, and restaurant /hospitality experience would be an advantage but is not necessary.

Please apply with your CV to careers@tommybanks.co.uk