

## Executive Assistant

<b>Job title:</b>	Executive Assistant
<b>Function:</b>	To provide comprehensive support to our Senior Partner. This role requires impeccable communication skills, exceptional attention to detail, and the ability to handle a wide range of administrative and executive support tasks. To be a trusted confidant, capable of managing sensitive information with discretion and professionalism.
<b>Lines of Communication/</b>	<ul style="list-style-type: none"><li>• Upwards – Senior Partner, VP of Global Partnerships, Divisional Managing Director (Cruise)</li><li>• Laterally – Cruise Team and Executive Assistant to CEO.</li></ul>
<b>Hours of work:</b>	40 hours per week 08:00 – 17:00 Monday – Friday
<b>Location:</b>	Yarrow Road head office

### Duties:

- Calendar Management: Maintain and coordinate the Senior Partner's schedule, including scheduling appointments, meetings and travel arrangements.
- Communication: Manage all incoming (emails, phone calls, letters), prioritize correspondence, and respond on behalf of the Senior Partner when appropriate.
- Meeting Support: Prepare agendas, materials, and presentations, for meetings, take minutes, and follow up on actions items as directed.
- Travel Coordination: Arrange domestic and international travel logistics, including flights, accommodation, and transportation, ensuring efficiency and cost effectiveness.
- Document preparation: Draft, edit, and format various documents, reports, presentations and correspondence as needed.
- Information management: Maintain organised electronic and physical filing systems, ensuring documents are easily accessible and confidential information is protected.
- Relationship management: Build and maintain positive relationships with clients, partners, and stakeholders, acting as a liaison between them and a Senior Partner.
- Project support: Assist with special projects, initiatives, and events as assigned, providing research, coordination, and administrative support as needed.
- Expense management: Track, reconcile, and report expenses, ensuring accuracy and compliance with company policies.
- Provide support to the Cruise team including coordinating activities & meetings, taking meeting minutes and tracking actions.
- Business Development support for Cruise team; working with Marketing regarding appointment setting and document preparation.

- Presentations; creatively prepare internal and external presentations with the Marketing team for Senior Partner and Cruise team.
- Confidentiality: Handle sensitive information with the utmost discretion, maintaining confidentiality and professionalism at all times.
- Support with ADHOC duties as and when they are required.

#### Personal Attributes:

- Proven experience as an Executive Assistant or similar role.
- Exceptional organisational and time management skills, with the ability to prioritise tasks and manage multiple deadlines effectively.
- Strong communication skills, both written and verbal, with the ability to interact confidently with individuals at all levels.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- High level of discretion and integrity when handling confidential information and sensitive situations
- Ability to anticipate needs, proactively problem-solve, and take initiative to ensure the smooth operation of the executive's office
- Flexibility and adaptability to changing priorities and a fast-paced work environment

#### Business Focus

<b>Personal Results</b>	Sets oneself clear and challenging objectives, striving to achieve them within agreed deadlines
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#### People Focus

<b>Managing Relationships</b>	Builds and maintains good relationships with customers and colleagues by adopting the most appropriate approach to deal with people and situations
<b>Communication– Verbal/ Written</b>	Conveys accurate information effectively, using the most appropriate methods to reflect the needs of the audience and ensure understanding.

#### Personal Focus

<b>Personal organisation:</b>	Efficient in one's use of time and works in a well structured way
<b>Self Control</b>	Performs effectively by keeping emotions under control, particularly in stressful and difficult situations
<b>Self Development</b>	Takes responsibility for personal improvement, learning from experience and new situations

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Determination	Demonstrates repeated effort over a period of time, overcoming obstacles in order to achieve a goal
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**Quality Focus**

Thoroughness:	Is accurate, pays attention to detail and ensures tasks are completed on time
Quality Conscious:	Consistently works to a high standard and looks for ways to improve current working practises and processes
Initiative	Takes appropriate action before being asked and actively finds solutions to problems
Integrity	Shows support for Group Values – particularly demonstrating the highest levels of honesty and integrity

**Last updated: May 2024**