

Executive Assistant to the Directors

POSITION: Executive Assistant to the Directors

INDUSTRY: PR, Consulting and Business Services

SALARY: From £30,000 depending on experience

HOURS: 37.5 hours per week*

LOCATION: Burton-on-Trent, Staffordshire, DE14 1DU

Application deadline: 31st November 2024

Full-time on-site position with some flexibility to work from home on occasion.

Experience: Minimum of 4 years' experience as a Personal/Executive Assistant, ideally with experience of working within an agency or fast-paced change environment.

Qualification: Degree level or equivalent experience. A related qualification would be advantageous.

**There will be times when it is essential that specific or extra hours are worked, e.g. to achieve a client deliverable or meet a deadline. A mutually flexible, team-orientated approach to working hours is therefore required. Any such requirements would be discussed and agreed as far in advance as possible.*

The Company: We are an award-winning, purpose-driven strategy, change and communications consultancy, committed to making a positive difference to its clients, their organisations and the people they serve. More than 13 years of successful operations, with a continued commitment to developing the organisation to enhance the services and skills offered to clients across the public and private sectors. We set consistently high standards and we are looking for an individual with 'the right stuff' to join a talented, innovative and friendly team based in new offices in Burton-on-Trent.

Fundamentally, you will share the Company's values which are:

Integrity and authenticity

Making a positive difference

Elegant, respectful challenge

Collaboration and trust

Always doing and giving our best

Sustainable Solutions

About the postholder: We are looking for an enthusiastic, professional, self-motivated and experienced individual. The Executive Assistant is the right-hand person to the Managing Director, as well as supporting other Directors, and plays a vital role in the effective running of the business. The successful applicant will demonstrate the following attributes:

- A proactive approach with the ability to think and plan ahead
- Discretion, professionalism and integrity in handling confidential or sensitive information

- Excellent written and verbal communication skills
- Excellent organisational and time-management skills
- Ability to multitask and prioritise effectively in a fast-paced, changing environment
- Strong problem-solving abilities and a 'can do' attitude
- Excellent 'telephone manner' when answering and making calls (includes virtual meetings)
- Possess high standards with attention to detail
- Ability to delegate and communicate complex actions or information to others
- Excellent IT skills and knowledge, including practical application of Microsoft Word, Excel, PowerPoint, Outlook and Teams
- Outstanding interpersonal and team skills

Core duties will include:

- Provide comprehensive administrative support to the directors, including inbox and diary management, managing calendars, scheduling meetings and handling correspondence
- Plan ahead to ensure directors are well-prepared for upcoming activities, e.g. by preparing or sourcing agendas and papers, and ensuring relevant actions have been both observed and undertaken
- Screen emails and calls to ensure that requirements/actions are directed to the most appropriate party and support the Directors in delegating activities to appropriate members of the team. Prioritise actions and ensure urgent items are escalated promptly to the appropriate party
- Draft and coordinate the preparation of agendas, take minutes/action notes and ensure that actions are followed-up
- Prepare PowerPoint presentations, word documents and spreadsheets as directed
- Assist in the management/oversight of key projects, e.g. by tracking progress and ensuring deadlines are met by those accountable
- Liaise with clients and their office staff, often at senior and c-suite/Board level
- Effectively communicate information – often complex – to other members of the team to ensure appropriate action is taken
- Handle sensitive information, observing the highest level of confidentiality, loyalty and professionalism at all times
- Plan and coordinate travel arrangements, ensuring adherence to sustainability objectives as well as the company's expenses policy
- Plan/Support the planning and co-ordination of events and meetings as required
- Collate monthly expenses for the Directors and members of the team as required
- Liaise with the partner accounting firm and bookkeeper to share and prepare financial information, such as payroll updates or invoices, and manage processes to ensure supplier invoices are paid promptly
- Raise monthly client invoices, chase overdue invoices and manage petty cash
- Create monthly performance reports as required
- Support the recruitment and on-boarding process, e.g. by screening CVs, organising interviews and playing a role in employee inductions.
- Liaise with the external HR partner as required, and maintain personnel files in accordance with GDPR and other requirements
- Actively contribute to ongoing business improvement and development
- Work with the Senior Administrator to ensure effective corporate governance and adherence to ISO standards
- Purchase office supplies, such as stationery, food and refreshments, and ensure important dates are observed, such as team birthdays or work anniversaries

- NB: There will also be the occasional opportunity to represent the company or provide on-site support at events, conferences, networking activities or exhibitions. Line management of junior administrators is included within this role, but is not a present requirement

Benefits:

- 33 days holiday incl. UK bank holidays
- Discretionary bonus scheme
- Mutually flexible approach to work
- Company pension
- On-site parking
- Employee assistance programme
- Opportunity for occasional working from home, by prior agreement

We are only able to accept applications from individuals who can demonstrate a right to work in the UK; we are unable to sponsor people requiring a work visa. We reserve the right to close this vacancy early if a sufficient number of suitable applications for the role is received, therefore please submit your application as early as possible if you are interested in being considered.

Please send your c.v. and cover letter to claire.barber@mihsolutions.co.uk