



## **Job Description for Executive Assistant**

<b>Reports to:</b>	<b>CEO/HR Manager</b>
<b>Location:</b>	<b>Harbour Office, Itchenor</b>
<b>Salary:</b>	<b>£25,119 - £26,421 Grade 6 (scp 9-12)</b>
<b>Hours:</b>	<b>Permanent full-time role (37 hrs per week) Role time split (80% EA / 20% HR)</b>

### **Executive Assistant Job Purpose**

Provide support to CEO, scheduling diary and meetings, maintaining correspondence and supporting HR administration. Takes responsibility and ownership of CEO office organisation, deadline compliance and important documents and files.

### **Executive Assistant Duties**

Organise and schedule meetings and manage diary for CEO.

Liaise with customers, guests and board members.

Prepare meeting agendas, collate information and occasionally take minutes during meetings.

Coordinate logistical tasks such as booking rooms, travel, and event itineraries.

Maintain office correspondence, including managing post and email correspondence.

Assist the CEO in the preparation of presentations.

Solve simple IT problems and contact the IT department when necessary.

Maintain electronic filing system, ensuring processes and software are up to date and in working order

Maintain a strong working relationship with other relevant departments.

Carry out HR administration, including managing day to day queries raised by staff, updating HR system (HR Toolkit) under guidance of HR Manager

Carry out HR recruitment administration duties, including on-boarding paperwork for new staff members under guidance of HR Manager.

## **Executive Assistant Skills and Qualifications**

Executive Support experience preferred.

Excellent administration, organisation and clerical Skills,

Clear communication Skills,

HR administration experience preferred and familiarity with HR processes

Positive can-do attitude, shows initiative, good time-management and multitasking abilities,

Discretion and professionalism,

Competent at scheduling and planning work,

Good Microsoft Office skills essential (Power Point, Excel)

Excellent attention to detail, self-motivated, team-oriented