

## Job Description

<b>Job Title:</b>	<b>Executive Assistant</b>
<b>Reporting to:</b>	Executive Team
<b>Department:</b>	Executive Team
<b>Direct Reports:</b>	N/A
<b>Budget:</b>	N/A
<b>JD date reviewed:</b>	March 2023
<b>Job Level:</b>	12

### Job Purpose

As Executive Assistant you will be responsible for providing an effective, efficient and proactive support service to the Executive Management Team [EMT] of Eastlight Community Homes. The role involves proactive management of Executives' schedules and performance of a wide variety of complex and confidential administrative, secretarial, analytical and research duties. Duties performed require considerable discretion, initiative, tact and relationship management, as well as mature and independent judgment. This role requires leadership qualities such as adaptability, flexibility, dependability and accountability.

### Key Strategic Responsibilities

- Provide support to the executive team as directed to ensure that the company goals and objectives are accomplished, and operations run efficiently

### Key Functional Responsibilities

- Provide excellent administrative and secretarial support to the Executive Management Team
- Provide a comprehensive and prompt service, ensuring that all documents and reports are prepared accurately and within agreed deadlines whilst ensuring confidentiality. Documents include minutes, committee papers, presentations, letters, emails etc.
- Maintain the Executive Teams diaries, make appointments and arrange meetings as required, ensuring all papers are available for the meeting
- Organise, facilitate and attend meetings and appointments, taking minutes where necessary to ensure the effective use of time and to support decision making
- Assist in preparing for various meetings including collating and distributing papers and arranging catering
- Undertake, prepare and collate statistical and other research where required
- Utilise the full range of IT software available to undertake the role
- Develop and maintain positive and professional relationships with other employees, Board members and all other stakeholders
- Maintain up to date knowledge of relevant legislation and good practice in respect of the role
- Develop systems which help in communicating internal and external information around the business and to the Board

- Participate in learning and development events as appropriate to role and responsibilities
- Seek value for money in all duties
- Undertake any other tasks necessary in support of the organisation

<b>Person Specification</b>	
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE at grades 9 to 4 (A* to C) in English and Maths or demonstrable numeracy and literacy skills</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience as an Executive Assistant reporting directly to senior management</li> <li>• Secretarial experience – Minute Taking, Diary Management</li> <li>• Experience of producing complex reports and presentations for audiences such as Executive Management, Boards or Committees</li> <li>• Experience of working effectively as part of a team</li> <li>• Experience of working with senior managers to collate information for presentation at Executive and Board level</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software</li> <li>• Proven organisational skills and ability to practice efficiently</li> <li>• Proven ability to work under pressure to meet strict targets and deadlines</li> <li>• Ability to multi-task and use initiative</li> <li>• Proven ability to produce work of a consistently high standard including attention to detail</li> <li>• Tact and diplomacy skills with proven ability to handle sensitive and confidential information appropriately</li> <li>• Proven interpersonal and communication skills</li> <li>• Proven customer service skills</li> <li>• Strong time management skills and the ability to organise and coordinate multiple projects to strict timelines</li> </ul>