**Executive Assistant to the CEO and Board**  
*Location: Woking Office Headquarters*

**Role Overview:**

Working as part of a 2-part team you will be providing comprehensive administrative and logistical support to the CEO, Board of Directors, and senior leadership team as required. This is hybrid role with 2 days a week working from home.

Our client offers a salary of between £40,000 and £60,000 dependent on experience with an increased pension package and a bonus scheme.

**Key Responsibilities:**

* Efficiently manage and coordinate the diaries and schedules of the CEO, senior leaders, and Board members, including arranging domestic and international travel.
* Process accurate and timely expense reports and manage financial administration.
* Organize and coordinate internal meetings, including booking venues, hotels, and related logistics.
* Assist with meeting preparation by compiling and distributing documents, issuing agendas, sending reminders, and taking minutes when needed.
* Draft and compile internal documents, such as monthly reports.
* Oversee the logistics of Board meetings, including confirming availability, booking travel and accommodations, reserving meeting spaces and dining venues
* Organize and coordinate larger events, such as conferences, as needed.
* Manage highly sensitive and confidential financial, legal, personnel, and institutional records and information.
* Draft or transcribe documents, reports, or presentations as requested by senior leaders.
* Provide general office management support for the Woking headquarters.
* Proactively manage the CEO’s agenda and logistics, ensuring they are informed of time-sensitive and priority matters.

**Skills and Qualifications:**

* **Exceptional organizational and time management skills:** Able to independently manage priorities and resolve issues to provide seamless support.
* **Strong attention to detail and discretion:** Capable of interpreting and delivering on tasks with minimal information.
* **Professional and approachable:** Able to interact confidently and courteously with stakeholders at all levels, both internally and externally.
* **Proficiency in Microsoft Office Suite:** Advanced skills in Word, Excel, and PowerPoint.
* **Team-oriented mindset:** A collaborative approach, fostering productive working relationships across the organization.
* **Sound judgment and decision-making:** Skilled in prioritizing tasks and making informed decisions with limited guidance.
* **Exceptional communication skills:** Strong written and verbal abilities, combined with excellent interpersonal skills.

**Experience:**

* Proven experience in an executive administration role, supporting senior or executive-level leaders.

**Additional Requirements:**

* Flexibility with availability, including evenings and weekends, as necessary.
* Willingness to travel to support CEO and Board events.
* Collaborative teamwork with the Executive Assistant supporting the CFO.

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