



# Executive Assistant (Senior Management)

## Job Description

### POSITION OVERVIEW

<b>Department</b>	Resourcing and Operations
<b>Location</b>	London (St Katharine Docks)/Remote (Hybrid)
<b>Term</b>	Full-time; permanent
<b>Salary</b>	£35,000-£40,000 per annum
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	ASAP

We are looking to appoint an enthusiastic and highly organised individual to support the Senior Management Team. You will provide high quality and proactive administration support to the Senior Management Team. You will have excellent communication skills, IT skills and outstanding attention to detail as well as ensuring strict confidentiality is maintained.

### DUTIES AND RESPONSIBILITIES

- Diary management for the Senior Management Team by booking internal and external meetings.
- Liaising with staff on behalf of the Senior Management Team typically around organising and coordinating matters.
- Minute taking of committees/meetings.
- Point of contact for external visitors and Partner staff, for the Senior Management Team.
- Preparing documents and presentation materials.
- Supporting the Senior Management Team with any other ad hoc administrative

requirements.

- Organising travel for the Senior Management Team.

### About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, which may include tutorials. The College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

### Person Specification (Essential / Desirable)

- Experience in an PA/EA role supporting several Senior Managers [E]
- Experience of diary management [E]
- Proven experience of providing effective PA/EA support for multiple Senior managers. [D]
- Experience of working in an educational establishment [D]

### Knowledge, Skills and Experience

- High level of competency in the use of IT, especially MS Office.
- Excellent attention to detail and accuracy.
- Outstanding organisation and prioritising skills.
- Strong communication skills both verbal and written.
- Resilient, with ability to remain calm and measured under pressure.
- High degree of professionalism and personal integrity; ability to exercise complete discretion.
- Collaborative, flexible and adaptable, with willingness to proactively embrace change.

### APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, **14 January 2022**. Please reference your application "**EAMT1221**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Due to the urgency of this role applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. The College is **not** able to provide sponsorship on this occasion.