

## EXECUTIVE ASSISTANT

Reports to: Managing Director	Date: February 2025
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### Role and Responsibilities

To act as Executive Assistant to support Executive Directors, and providing administrative support to the Board, Council and Senior Management Team.

Key Tasks
<p><b>Core tasks</b></p> <ul style="list-style-type: none"><li>• Provide comprehensive executive support to Executive Directors, including document management, correspondence, and calendar optimisation.</li><li>• Support the preparation and distribution of Board and Council papers, attend Board and Management meetings, producing detailed and accurate minutes.</li><li>• Support Senior Management Team with budget tracking, expense management and report creation.</li><li>• Schedule internal and external meetings, including forward planning, setting of agendas and invitations, and taking and circulating minutes to relevant parties.</li><li>• Co-ordinate travel arrangements, including accommodation and transportation.</li><li>• Plan and co-ordinate senior team presentations.</li><li>• Handle sensitive and confidential information and maintain confidentiality</li><li>• Monitor workplace procurement, safety compliance and documentation.</li><li>• Co-ordinate information requests and support the collection of data for internal and external stakeholders</li></ul>
<p><b>People</b></p> <ul style="list-style-type: none"><li>▪ Act as first point of contact for the Board and Council in relation to the administration of meetings .</li><li>▪ Liaise with 3<sup>rd</sup> party service providers, landlord and contractors to ensure safe and secure office environment.</li><li>▪ Work with the Company Secretary to ensure that the relevant governance issues are addressed.</li><li>▪ Ensure staff are appropriately trained in office procedures and systems.</li></ul>
<p><b>Key business reporting and administration</b></p> <ul style="list-style-type: none"><li>▪ Reconciliation of invoices and budgetary control for Executives.</li><li>▪ Support preparation of Board and Management meeting papers</li><li>▪ Produces minutes of meetings as directed by Executives</li></ul>
<p><b>Miscellaneous</b></p> <p>Carry out any other work necessary to maintain excellent customer service and any other duties commensurate with this post, or as reasonably requested by senior management.</p>

## **Skills and Experience**

### **Essential:**

- 5 years experience of supporting senior leaders, managing complex diaries and anticipating needs.
- Outstanding written and verbal communication skills, with ability to engage effectively across all levels.
- Strong organisation skills, managing competing deadlines at pace and rapidly respond to changing priorities at short notice.
- Strong judgment handling confidential and complex matters.
- Proven experience in minute-taking or note-taking for meetings, preferably in a professional or corporate setting, with demonstrable ability to accurately capture important details while filtering out irrelevant information.
- Experience in meeting management: minutes, and action tracking.
- Proven track-record in the preparation of high-quality presentations and papers.
- Ability to work under pressure using own initiative to creatively problem solve, prioritise and meet competing deadlines in a complex working environment.
- High attention to detail: able to produce and proof-read high quality written communication, presentations, board papers and financial data with limited supervision as well as providing feedback where appropriate.
- Proactive project management and multitasking capabilities
- The ability to work collaboratively and build and develop relationships with multiple stakeholders, communicating progress and working with shifting deadlines.
- Experience with collaborative tools (e.g., Microsoft Teams, Zoom) for sharing minutes and following up on tasks.

## **Education and Qualifications**

### **Essential:**

- Excellent English language ~ oral, writing and editing skills
- A level Maths and English or equivalent

### **Desirable:**

- Fluency in Spanish and/or French

## **Limits of Authority**

Within Society guidelines, policies and procedures the post holder will be expected to:

- Maintain confidentiality of personal information
- Submit all expense claims promptly and manage credit card expenses (if any) within the credit limit
- Deal with all purchase orders within agreed authority limit

**Other**

**Essential:**

- Strong social motivation: commitment to, and empathy with, the aims and objectives of Shared Interest.
- Team working is essential as you will be asked to be a member of various cross-departmental project teams in order to meet specific objectives
- It is essential for you to understand the main issues fair trade and sustainable development.

I understand and accept the above job description and agree to carry out the functions and duties of this post.

Signed:

Date: