

Position Title	Executive Assistant
Reports To	UK CEO & Group Wine Buying Director
Job Purpose	To provide a professional, efficient, organised, and flexible administration service to the UK CEO and Group Buying Director.
Key Responsibilities	<ul style="list-style-type: none"> • Expert and proactive diary management and daily administration support. • Production of business and project presentations, employee communications, and other key documents for both the CEO and GBD. • Creation of weekly business update emails and business performance presentations. • Organise internal and external meetings to include booking of rooms and logistics Scheduling meetings for key business initiatives, create the meeting schedule, agenda preparation, and action records. • Create minutes, circulate, and follow up on actions scheduling reviews as required. • Coordinate UK Leadership Team meeting schedules including weekly, monthly, and quarterly offsite meetings with the UKLT EA. • Coordinate Group Buying Team meeting schedules including the global team. • Coordinate key projects ensuring clear ownership of each project and alignment between all stakeholders. • Ensure all key actions from meetings have ownership and are delivered. • Coordinate and arrange cross functional meetings with other UK and Global executive assistants. • Consolidate expenses for submission, manage holiday and absence records. • Coordinate all travel arrangements and accommodation as required.
Experience, personal qualities and skills	<ul style="list-style-type: none"> • Excellent IT skills including PowerPoint, Word, Outlook and Excel. • Proven EA experience working within for a senior executive team. • Decisive decision making and action orientated. • Ability to effectively manage multiple initiatives and teams. • Excellent communication skills up to board level. • Results focussed and driven to succeed. • Numerate with good analytical capability.

	<ul style="list-style-type: none">• Collaborative teamwork building good relationships.• Self-motivated and proactive initiator
Reviewed	September 2022
Doing Things Beautifully is at our core. We are an equal opportunities employer and welcome applications from anyone regardless of race, sex, sexual orientation, religion / belief, age or disability	