

EXECUTIVE ASSISTANT/OFFICE MANAGER

PERSON SPECIFICATION

Reporting to the Managing Director, the position supports the five Directors and is responsible for the daily operations of the office.

We are looking for an Executive Assistant/Office Manager to support our five Directors and team, managing our office to ensure the smooth functioning of all our daily activities, including travel, meetings, scheduling, procurement and administration.

Key attributes:

Flexible – a high degree of flexibility, comfortable with rapid and constant change.

Multitasker - a need to set priorities but also to be able to switch and reset them constantly.

Adaptable – quick learner, enjoy tackling new things and able to take on new challenges.

Technical – a good understanding of office computing needs, familiarity with cloud-based computing.

Social awareness – a natural empathy and facility to work with people to identify and implement solutions.

Secretarial/Administration – good technical secretarial skills to produce, manage and maintain documents/information. Experience researching and booking travel and internal and external meetings with staff, artists and clients. Initiative to research and source solutions to problems. A good planner, able to look ahead and anticipate needs.

Financially astute – numerate, able to budget, compare options and identify best value for money.

Attention to detail – keen eye for detail for scheduling, proof reading of web and/or print work.

Analytical – able to sift essentials from information, identify best solutions from multiple alternatives.

Industry – key experience in or a keen interest in our industry.

Languages – key European language(s) skills, written or spoken would be very welcome.