

JOB DESCRIPTION

Job Title: Executive Assistant

Reporting to: Business Operations Director

Purpose: The Executive Assistant will be responsible for overseeing the day-to-day operations of the Joulen office. This position will work closely with Joulen's Senior Leadership Team and will support a range of administrative functions. Key responsibilities include planning and scheduling meetings and events, managing correspondence, coordinating business travel, and maintaining personal calendars. The Executive Assistant must handle all duties with professionalism and discretion, ensuring the highest standards of confidentiality and efficiency. Additionally, this role will be responsible for maintaining smooth and well-organised office administration.

Key Responsibilities:

- Co-ordinate key Joulen meetings e.g. Board Meetings and on-site client visits.
- Taking and preparation of minutes for specific meetings.
- Co-ordinate all Joulen business travel.
- Assist with management of Director's and Heads of diaries.
- Co-ordinate Joulen events e.g. conferences, workshops, Christmas party, Team building events, Joulen Volunteering day.
- Overseeing the day-to-day operations of the office including;
 - maintaining the office supply inventory and liaising with suppliers accordingly to ensure the smooth running of office operations.
 - answering the telephone, responding to email enquiries, and managing the info@ email folder.
 - receiving and distributing incoming post.
 - provide additional administrative support as needed.
- Assisting the on-boarding and off-boarding employees (health and safety briefs, allocation entry passes and office orientation).
- Assist with sales administrative tasks including tenders and procurement portal management
- Assist the Business Operations Director with facility management:
 - Projects.
 - Issue resolution.
 - Lease management.
 - Billing management with the Finance Team.
- Any other duties as determined reasonable by the Business Operations Director.

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Reporting to:

Executive Assistant
Business Operations Director

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualification/ Attainments	<ul style="list-style-type: none"> • Expert written skills. • Strong maths skills. 	<ul style="list-style-type: none"> • Diploma in Business Support or Business Administration. • IQ Professional PA and Administrative Skills cert. • Health and Safety qualification.
Relevant Knowledge and Experience	<ul style="list-style-type: none"> • At least 3 years' experience in a PA or similar role. • Strong MS office skills e.g. PowerPoint, Word, Outlook, Excel etc. 	<ul style="list-style-type: none"> • Senior level meeting experience. • Travel management - booking and co-ordination experience.
Skills& competencies	<ul style="list-style-type: none"> • Strong interpersonal and communication skills both oral and written. • Self-motivated, able to work on own initiative and as part of a team. • Strong planning and organisational abilities with excellent attention to detail. • Problem solving skills. • Effective time management skills. • Ability to handle confidential information and discretion. 	<ul style="list-style-type: none"> • Commercial awareness.
Circumstances	<ul style="list-style-type: none"> • This is an office-based role. 	<ul style="list-style-type: none"> • Work additional hours if required.