



Executive Assistant

Person Specification

Qualifications

- Significant experience of assisting and supporting at a high level within a complex organisation
- Degree level education or equivalent

Knowledge & Experience

- High level of proficiency in all Microsoft Office systems and Customer Relationship Management (CRM) database
- Excellent communication skills – written and verbal
- Highly organised and efficient
- Ability to work to tight deadlines
- Ability to deliver a high standard of accuracy
- Ability to demonstrate the required research methods in order to support the CEO and the Executive Team
- Analytical with an eye for detail
- Maintain confidentiality and discretion at all times
- Courteous, friendly and tactful
- Establish rapport easily
- Professional when dealing with senior staff, stakeholders and external relationships
- Ability to juggle priorities with effective coping strategies
- Respond positively to change, ambiguity, adversity and pressure
- Team player who is proactive and energetic and keen to make things happen
- Flexible and willing to contribute by helping others



Qualities

- Ability to manage projects with competing deadlines and requirements involving internal staff and external organisations
- An ability to communicate effectively with people internally and externally in order to maintain collaborative relationships
- Ability to be self-motivated
- Ability to be well organised, proactive and with a flexible approach to work
- Good judgment about when to use initiative and when to consult
- Confident in decision making process
- Outgoing and resilient with a sense of humour
- Ability to quickly grasp new ideas and concepts and act on them
- Accept accountability for results
- Good emotional intelligence