

POSITION : EXECUTIVE ASSISTANT**Location:** UK Head Office**Reports to:** Managing Director**Employment Type:** Temp to Perm - Part time (24 hours)**Job Summary:**

We are seeking an organised and strategic-thinking Executive Assistant to join our team. The successful candidate will be experienced working with senior leaders in a rapidly growing SME, to facilitate and improve administrative functions throughout the organisation. This role requires attention to detail, the ability to multitask, and enthusiasm to deliver results working independently.

Key Responsibilities:

- Manage Directors schedules, to include maintenance of 2 managers' calendars and resolving scheduling conflicts
- Draft and review incoming and outgoing executive communication, including emails, reports and presentations
- Coordinate travel itineraries for staff – involving planning and booking transport and accommodation
- Arrange meetings and events, which may include agendas, minutes and following up on actionable items
- Project management
- Enable cross-departmental initiatives, continuously improve and optimise processes
- Serve as the primary point of contact between Directors and external stakeholders
- Assist with the management of key supply contracts for the business
- Maintain records and administration of information management systems
- Collaborate with team members to feedback and communicate internal information to senior leaders

Requirements:

- Proven experience in an administrative and/or management role (minimum 3 years)
- Experience managing contractors
- Advanced MS Office (Outlook, Excel, PowerPoint) proficiency and competent in written and verbal communication
- Strong attention to detail and discretion
- Ability to problem solve and a proactive attitude, to work independently

Desirable Skills (Optional):

- Knowledge of health and safety regulations within a production environment, including – but not limited to – ISO9001 and ISO14001
- Project management experience
- Minute taking
- Knowledge of grant application process and/or liaison with local government
- Awareness of operating as part of an international group
- Commitment to the Company values, being: Empower through knowledge, Drive innovation with proven results, Enable safer vehicle solutions, Create customer excellence

Working Conditions:

- Based primarily in the office environment
- Potential to work flexibly
- Standard working hours Monday to Thursday 8am to 4.30pm Friday 8am to 1.30pm

Salary & Benefits:

- Competitive salary based on experience
- Group life assurance and critical illness cover
- Cycle to Work scheme
- Holiday entitlement 20 days p.a. (pro-rata) + Bank Holidays
- Company Pension scheme