

Executive Assistant

Reports to	Managing Director
Direct Reports	N/A
Job Family	Support
Department	Executive Support
Purpose	To provide proactive, high-level executive support to the Managing Director & Board Director team, ensuring the effective management of priorities, strategic initiatives, communications, and stakeholder relationships.

Key tasks and responsibilities:

- Manage the MD & Board Director team complex diary including scheduling meetings and prioritising commitments.
- Coordinate accommodation and travel.
- Anticipate the needs of the MD & Board Director team and proactively identify actions, information and resources required.
- Operate with minimal supervision.
- Occasionally travel to locations across Wales and South West to support the needs of the MD & Board Directors.
- Prepare briefings, reports, presentations and correspondence for internal and external meetings
- Screen and manage communications, including emails, calls and enquiries. Act as a trusted gatekeeper, exercising judgement on priorities, access and competing demands.
- Ensure MD & Board Director team are prepared for meetings and events.
- Monitor progress of key business objectives and follow up on agreed actions.
- Conduct research, analyse information and prepare summaries or support decision making.
- Assist in preparing business plans, operational reports and performance updates.
- Attend meetings and take accurate minutes.
- Prepare agendas, board packs, reports and supporting documentation.
- Track actions arising from meetings and ensure timely completion.
- Act as a key liaison between MD & Board Director team and internal/external stakeholders.
- Handle sensitive and confidential matters with professionalism and discretion.
- Any other reasonable duties the MD & Board Director team request.

Qualifications, Skills and Experience:

- 3 – 5 years experience as an Executive Assistant supporting a CEO, MD, Board Director or equivalent senior executive.
- Strong commercial awareness and understanding of business priorities.
- Experience managing multiple priorities in a dynamic environment.
- Experience coordinating projects and stakeholder engagement.
- Exceptional organisational and time management skills
- Excellent verbal and written communication.
- Advanced Microsoft Office skills, particularly Outlook, Word, PowerPoint and Excel.
- Strong attention to detail and ability to work with sensitive information.
- Ability to influence, build relationships and work effectively with senior stakeholders.

- Educated to A-Level standard or equivalent.
- Project Management, Executive Assistant, or Business Administration qualification advantageous.
- Degree qualified in a relevant discipline desired.