



Job Description

Executive Assistant to MD

Routine working location:	Central London, UK
Salary:	Competitive
Closing date:	30th September 2019
How to apply:	Email your CV and covering letter to work@audience.co.uk

Audience are recruiting a permanent Executive Assistant to the MD to join our team of live event production specialists. We are an energetic and experienced team, who go the extra mile for our clients and deliver outstanding results every time.

The Company

We are a full-service engagement agency with a belief in the power of real, tangible experience and communications that demand curiosity and conversion from a brand or corporate audience.

We are breaking the mould by cutting the “agency fat” seen in our industry, giving us a competitive advantage whilst keeping procedures creative at every stage. We are an established team taken very seriously, yet the agency is young enough for you to make your future here (no corporate ceilings).

Since opening our doors in 2015 we have worked with some of the world’s most loved brands, companies and countries, creating brand experiences in the UK and beyond. We operate in a wide range of markets with our three departments; Corporate Communications, Brand Promotion, and World Stage across three service streams; Strategy, Creative and Production.

The Role

We are recruiting a permanent Executive Assistant to our MD to assist with his operational dealings across the company. This support role will have a front-line view of the running of the company and would be exposed to very sensitive data so trustworthiness is a must. The MD is a very hands-on individual that likes to keep in touch with clients and project delivery. The role would cover many topics including personal, HR, office, operation and project assistance.

The Tasks

As part of a small team you will be required to complete your job and work as a team player to achieve greater things in the agency.

Personal

- Diary management (owning priorities and showing initiative)

Audience



- Preparing reports / presentations
- Support meetings (notes, actions, booking spaces, etc) on external and internal meetings
- Manage travel itinerary, arrangements and bookings
- Email and call screening on occasion (e.g. restricting time-wasting and sales calls)
- General administration including financial, expenses, etc.
- Arrange off-site activities (such as team building or away days)
- Very limited out-of-ours or personal tasks

HR

- Support department heads with
 - Recruitment (inc. advertising jobs, shortlisting CV's, having initial chats)
 - Personal development plans
 - Timesheet collation
 - Payroll (with our financial controller)
- Line-manage an office intern

Office admin

- Space planning within our building (e.g. desk arrangements, any décor, branding or improvements needed)
- Council/builder/utility provider support
- Be the link for our IT support

Operations

- Implement new operational procedures not taken care of by departments
- Supplier management (procurement)
- Freelance and designer management

Projects

- Assist on projects the MD is directly involved in
- Keep the MD on track with his committed tasks
- Research and presentation support
- Link up with key suppliers when needed

The Skills

You will be able to show examples of when you have achieved the skills below and offer your own additional skills over and above the specification. We aren't looking for the acceptable candidate, we are looking for the exceptional one. We are looking for a team player who can work brilliantly under pressure, whilst drawing on personal experience of running event campaigns.

Key skills required:

- World Class plate-spinner
- A proactive problem solver
- Able to manage a list of concurrent tasks calmly and keep them in control

Audience



- Keep a meticulous attention to detail in any environment
- Ability to understand when the utmost attention is required to prioritise tasks with certain urgency
- Comfortable working unsociable hours from time to time
- Be self-motivated, self-sufficient and have an accountable attitude
- Remain calm and collected in high stress environments
- Have a hands-on attitude and an open communicator

Your Expectations

We encourage our teams to go through constant training and self improvement, so we expect you to bring ideas on how to do this. But as a start, we expect you to have:

- A levels
- 1 years' experience
- Be proficient in business systems such as MS Office / Google Docs

Expect from Us

- Guided career progression
- G&T policy (give and take flexible working)
- G&T policy (gin & tonics on Fridays)
- Regular team socials
- Sponsored training courses
- Free breakfast and generously stocked kitchen
- Relaxed dress code
- Office dog(s)
- Mobile phone (or monetary contribution)
- Lieu days
- 28 days holiday
- Extra day holiday per year of commitment
- Extra day holiday for birthday, wedding or moving house
- Company subbed holidays, rewards and incentives

We want you to get behind our mission to make live experiences more engaging, however you feel you can through this role. You'll connect the dots, think on your feet and lead our clients on exciting journeys. We love what we do and want you to too.