

## **Executive Assistant**

We are open and able to consider candidates who would like to work full time or part time.

**Full time working hours:** Monday to Friday – 37.5 hours a week / 9am – 5.30pm

**Part time working hours:** Monday to Friday – 30 hours or above a week. There will be the requirement for adhoc full days in the office 9am – 5.30pm on specific days e.g., monthly board meetings. These dates would be known ahead of schedule.

**Location:** Our offices are based in Marlow, Buckinghamshire (Abbey House, 28-30 Chapel St, Marlow SL7 1DD). This role will predominantly be based on site in our office supporting our on and offsite team. There is some flexibility for remote working.

## **About the role**

A fantastic opportunity for an Executive Assistant to join CIPHR and work as part of the Executive team providing an effective and high-quality executive support service to the Board and Senior Management Team members.

You will also work closely with our Talent team playing an active part in recruiting new people to support the growth at CIPHR.

With a proven ability to coordinate multiple tasks, you will be responsible for supporting the management and administrative work of the Executive Leadership Team. You will have exceptional communication and interpersonal skills. Excellent IT skills and experience of organising, including diary management, co-ordinating events, and prioritising workload with minimal supervision whilst working to tight deadlines are essential. Experience of administration, including minute taking and liaising effectively with external customers, is essential.

- Arrange internal and external meeting bookings & arrangements e.g., refreshments, diary management etc
- Responsible for creating the board meeting agenda and minutes
- Arrange Senior Management Team (SMT) travel arrangements
- Arrange internal events (offsite meetings, seasonal party, etc.)
- Proactively management of all Office and H&S admin
- Assist with internal comms and activities
- Support ad hoc tasks and research projects as directed by the SMT
- Support responsibilities within the wider People Team to help the busy Human Resources department.
- Working alongside the Talent team in their on-going recruiting campaigns providing sourcing and screen support

## **About You:**

- Highly organised and detail orientated.
- Capable of approaching unfamiliar situations with common sense and a "can do" attitude; proactive and initiative taking.
- Ability to manage high work volumes to tight deadlines and prioritise conflicting workloads in a fast-paced environment - not easily intimidated by multiple, concurrent tasks.
- Proven problem solving and decision-making skills, with the ability to assume responsibility and follow through on tasks.
- Able to maintain complete confidentiality and discretion in all areas of your workload
- Innovative and can look at new ways of working

- Proactive with an ability to work on own initiative whilst also working collaboratively across the organisation
- Ability to prioritise a broad range of tasks to ensure timely solutions
- Excellent IT skills including knowledge and experience of Microsoft Office programmes and willingness to learn other software / technologies.
- A confident communicator who can show empathy to others whilst also being assertive when necessary
- Confident in working and building relationships with senior teams and external stakeholders, maintaining a high level of professionalism
- High level of attention to detail, and comfortable in safeguarding highly confidential information.
- Confident in communicating with stakeholders.

#### **What we offer:**

Apart from a working with a great team, a growing company and having the chance to learn and enhance your knowledge and qualifications, we offer;

- 25 days annual leave (28 after 3 years services), plus bank holidays
- Pension
- Regular training
- Life assurance
- Medical Cover and Dental cover
- Perks at Work – access to exclusive discounts, cinema tickets, etc.
- Free annual health screening
- Gym Loan
- £1,500 employee referral scheme

#### **About CIPHR**

CIPHR is a specialist provider of SaaS HR, payroll, recruitment and learning software through its HCM platform, CIPHR Connect. CIPHR's cloud-based solutions help busy HR teams to streamline their processes across the entire employee lifecycle and spend more time working strategically.