

## Executive Assistant

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Company: Gi Group

Location: England

Category: other-general

Job Title: Executive Assistant Type of Business: Public Sector Location: Remote with occasional travel to London or Leeds Hourly Rate: £11.76 - £17.69 depending on experience Start Date: ASAP Length of Contract: Until June 2024 with the possibility of extension Hours: 37.5Gi Group are now seeking to appoint an Executive Assistant to our Public Sector client. The Executive Assistant will will work as part of a team in delivering an efficient and effective Business Management Support service. They will support a Senior Director to ensure that they manage their day as efficiently as possible.Main Duties of the Executive Assistant:Organise and manage documentation for meetings and events, including preparation of agendas and minutes of meetings, tracking actions and timeframes as appropriateOrganise and produce reports, papers, presentations and other similar documentation in accordance with organisational timeframes.Provide effective diary management for Senior Managers and the team, ensuring that appointments are planned and coordinated, and run to schedule. Organise and plan meetings and events as directed, including sending invitations, booking venues, making travel arrangements, arranging speakers and providing relevant papers and material. Assist with the setting up and management of effective business processesWork with all team members in the collection of information for performance reporting on relevant team projects.Act as a contact point for teams, dealing with and responding effectively to complex queries from stakeholders and passing on relevant information to appropriate team members sensitively and autonomously.Handle significant quantities of confidential and sensitive information on behalf of the Senior Managers, always ensuring the appropriate degree of confidentiality and discretion is adopted at all

times. Act as a contact point for teams, dealing with and responding effectively to complex queries from stakeholders and passing on relevant information to appropriate team members sensitively and autonomously. Handle significant quantities of confidential and sensitive information on behalf of the Senior Managers, always ensuring the appropriate degree of confidentiality and discretion is adopted at all times. Role Requirements: Attention to detail and thorough administrative skills Strong IT skills Ability to work on own initiative and as part of a team Discretion and the ability to maintain confidentiality Prior experience of supporting Board Members and Senior Managers Experience in preparing Board papers, agendas, and minute taking Experience with complex diary management Hiring Contact: Laura Vieira Agency: GI Group If you would like any further information about any vacancies before applying, please feel free to contact

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