

United Kingdom Jobs Expertini®

Executive Assistant

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Company: Eton Bridge Partners Ltd

Location: London Area

Category: other-general

An exciting opportunity has arisen for an organised, proactive, and detail-oriented individual with a passion for supporting executives in a dynamic and fast-paced environment. We are a leading executive search firm with a team of over 115 people dedicated to connecting top talent with exceptional opportunities. With a commitment to excellence and a client-centric approach, we have established ourselves as trusted partners in executive search.

Job Description: We are looking for an Executive Assistant who will work across different teams supporting multiple consultants. Responsibilities will include, but are not limited to:

- Providing comprehensive administrative support to executives, including managing calendars (Outlook), and scheduling internal and external meetings
- Anticipating the needs of consultants and proactively addressing them to enhance productivity and effectiveness
- Providing a highly professional 'meet & greet' service
- Dealing with enquiries from clients/candidates if consultants are unavailable
- Compiling and proof-reading client proposals and capability documents for potential new business
- Answering the telephone and acting as first point of contact for enquiries
- Database management

Candidate profile: We are looking for a positive team player with excellent time management and prioritisation skills, to match our fast-paced energetic environment. Here's what we're looking for in our ideal candidate:

- Strong attention to detail
- Effective communication and confidence to push back where appropriate
- Experience in MS Office Suite
- Ability to create solutions to challenging situations
- Ability to work autonomously and collaboratively in cross-functional teams

Key attributes: Trust, Excellence, and Spirit. **Culture:** Our people are our biggest asset, and they make the culture at Eton Bridge Partners. We like to grow our own at Eton Bridge Partners, as

well as bring in the best talent, and we've got a proven record of developing our EAs and Researchers into the Partners of the future. We're a social bunch, whether that's our quarterly team events or company-wide charity initiatives, we love to spend time together. We also know that work and life need balance and ensure that, no matter what your home situation, you have the space to perform to a high level in a way that works for you. Benefits: We have a super supportive benefits package: Competitive salary and bonus scheme 25 days holiday, plus Bank Holidays, plus 2 charity days Private healthcare Quality pension scheme Gym allowance Disclaimer: Eton Bridge Partners receives extensive applications to advertised opportunities, and as much as we endeavour to respond promptly to each application we would advise that if you have not received communication within 10 working days consider your application unsuccessful at this time. We are dedicated to ensuring compliance with Data Protection Laws. For detailed information on how we collect, protect, and use your personal data, please refer to our Privacy Policy on the Eton Bridge Partners website. If at any point you no longer want us to hold your data, please inform us accordingly.

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