

Job Description – Business Assistant

Purpose - the Business Assistant will provide comprehensive support to the CEO, accompanying them where relevant to key meetings. Responsible for diary and inbox management, preparing presentations and reports.

Organisation - reporting to Head of HR

Principal Accountabilities and tasks

- Coordinate the preparation presentations and reports on behalf of the CEO;
- Actively manage the inbox of the CEO, read and respond to correspondence independently or as agreed with relevant members of senior management;
- Prepare the CEO's agenda daily;
- Manage and prepare internal and external meetings, meeting minutes, projects, documentation and correspondence which may also require collecting, organizing, and analyzing data across teams;
- Collaborate with various teams and departments to support various projects;
- Develop strong working relationships with members of the senior team and with stakeholders who regularly interact with the CEO – become a trusted advisor and facilitator;
- Participate in briefing meetings, brief CEO in preparation for events, and develop/collect materials to support strategic engagements;
- Accompany CEO at business meetings where relevant;
- Liaise with members of the Senior Team and employees to keep things moving, and following up to ensure we are meeting commitments and getting things done.

Skills and Experience

- Excellent written and verbal communications skills, sharp analytical capabilities, a knowledge of business and ideally technology and software, the ability to initiate and execute on a process, and outstanding follow-up and project management.
- Operationally strong, know how to set up processes and also how not to overdo them.
- High EQ and professional maturity.
- The determination to get things done, deliver on time and on budget across a range of goals and tasks.
- Ability to anticipate and see around corners.
- Comfort and poise in a fast-changing, complex environment earn the respect of your peers.
- You are kind to all, but fear none.
- Ability to manage relationships across the business.

General

- Be knowledgeable about the full range of Arcola Energy work.
- Represent Arcola Energy in a professional manner.
- Have general knowledge of the function and structure of various Arcola Theatre departments and support in the Directors activities for the Theatre.
- Work with Arcola Energy, Arcola Theatre and Arcola Bar staff to deliver the best possible outcomes across all organisations.
- Suggest and implement approved improvements to company processes.

