

Job Title:	Executive Personal Assistant
Report To:	Business Manager
Job Purpose:	
<p>We are looking for a proactive and flexible individual to provide Executive Personal Assistant support within the East Midlands Freeport. This will include a wide variety of tasks across the team and specifically the CEO, and Chair to support with the day-to-day running of the company and the delivery of EMF's objectives.</p>	
Main Duties and Responsibilities	
<ol style="list-style-type: none"> 1. Complex diary management and administrative support for the Chief Executive Officer. Acting as a trusted point of contact and advocating for the CEO's best interests. Working proactively to anticipate any complications or barriers. 2. Supporting the Chair and other senior members of the EMF team in meeting arrangements and event planning, including room and catering bookings, logistics, preparing and circulating agendas. 3. Lead to support meetings, including taking and distribution of minutes and follow up of actions. Where necessary provide support to Board and Subcommittee meetings. 4. Support the operation and maintenance of a comprehensive and efficient filing and documentation system including document control, in accordance with data protection laws and confidentiality requirements. 5. Support the EMF Team members in organisational tasks such as travel and hotel bookings and expense claims. 6. Assist in responding to a wide range of calls, emails and enquiries effectively, logging relevant information and escalating and/or flagging where necessary. 7. Develop and maintain effective working relationships with the EMF Team, Board, Accountable Body and partner organisations, providing administrative support where required. 	

Requirements:

- Significant experience in relevant business support roles, such as Executive Assistant, Personal Assistant, Business Support Officer.
- Experience of a wide range of administration skills, including accurate minute taking, event coordination, inbox and database management.
- Excellent interpersonal and communication skills, in particular demonstrable experience interacting credibly with senior public and private sector stakeholders.
- Significant IT skills, including proficiency in MS Outlook, Word and Excel. MS Project (or equivalent) and PowerPoint are desirable but not essential.
- Strong organisational skills, confidence to work autonomously, flexibly and at pace to prioritise workloads effectively.
- Ability to work proactively as part of a wider team, supporting colleagues when required.

Additional Duties and Responsibilities

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

East Midlands Freeport is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.