

## Executive Assistant

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### **Position Summary:**

Reporting directly to the CEO, the Executive Assistant serves as the primary point of contact for the Office of the CEO. The Executive Assistant must enjoy working within an entrepreneurial environment that is results-driven and task oriented. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organisational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times, to handle a wide variety of activities and confidential matters with discretion and sound judgement.

### **Duties & Responsibilities:**

- Managing an active calendar of scheduled and unscheduled appointments. Plans, coordinates and ensures the CEO's schedule is followed and respected
- Undertakes a "gatekeeper" role, for direct access to the CEO's time and office.
- Successfully completes critical aspects of deliverables with a hands-on approach, including periodical report writing, drafting letters, emails, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Managing the office's costs and expenses.
- Arranging the CEO's detailed travel plans, itineraries, and agendas; and compiling documents for associated meetings and events. Attendance at some of these events may be required from time to time.
- Researches, prioritises, and follows up on issues and concerns addressed to the CEO including those of a sensitive or confidential nature. Determines appropriate course of action; referral, response and closure.
- Acts as a conduit for smooth communication with the CEO's office demonstrating leadership to maintain credibility, trust and support with all of the company's stakeholders.
- Keeps skills current and is conversant with the latest developments in technologies and materials which are relevant to the Company's business.
- To take on other duties which the Company may assign you from time to time. These 'other duties' will be agreed with the CEO prior to any assignment.

### **Cambus Leadership Team support;**

- Participates as an adjunct member of the Cambus Leadership Team (as required); assisting in scheduled meetings, coordinating the agenda, recording minutes and actions arising.
- Other administrative duties may be assigned on an ad-hoc temporary basis (holiday cover for particular tasks i.e. email monitoring)

### **Skill Requirements:**

- Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build and maintain relationships with all stakeholders.
- Expert level of written and verbal communication skills in English, (fluency in Irish and German desirable but not essential).

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- Strong analytical skills in research and reporting.
- Highly resourceful team-player, with the ability to also be an extremely effective individual contributor.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Strong commercial judgement.

### **Education and Experience Requirements**

- Qualification in Administration / Secretarial is preferred
- Minimum 7 years' experience supporting at Senior Management level
- Strong IT skills in Word, Powerpoint, Outlook and Excel, combined with strong desire to maintain these skills at a high level
- Good numerical skills
- Typing capability of >60 wpm.