

Role: Executive Assistant

Type: Permanent

Hours: Full Time

Location: Tewkesbury

Vacancy Description

Amiosec is an exciting and growing UK technology company with innovation, agility and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology and products in the communications security sector.

This is a varied role supporting the expansion of the highly successful research and technology company at its secure facility in Tewkesbury. The successful applicant will be a self-motivated team player, who is highly organised and efficient, with a common sense and flexible approach.

As the Executive Assistant you'll have responsibility of the Executive Leadership Teams' diary, as well as assisting with inbox management. This will include prioritising key business activities, managing objectives, managing and preparing paperwork and follow up actions.

NOTE: Due to the nature of our work, all candidates may be required to obtain and maintain an appropriate UK security clearance

Responsibilities include:

- Manage professional and personal scheduling for the executive leadership team, including agendas, mail, email, phone calls, diary management, preparing/collating presentations and other company documentation.
- Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives.
- Manage senior executives' travel logistics and activities, including accommodation and transportation.
- Manage and coordinate customer visits including venue location, refreshments and travel.
- Prepare and review documents, reports and presentations for the SLT.
- Travel to other sites to support the executive leadership team (UK and abroad).
- Provide administrative and office support for the MD including minute taking, tracking actions by responsible teams, and highlighting delays.
- Maintain professionalism and strict confidentiality with all materials.
- This list is not exhaustive, the Executive Assistant is expected to be flexible in covering the director's broad remit.

Skills and Personal qualities required:

- Four or more years of experience in an EA role reporting directly to upper management.
- Excellent written and verbal communication skills.



- Strong time-management skills and an ability to organise and coordinate multiple concurrent projects.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to the company and its employees.

The successful candidate will enjoy a highly varied and responsible role within an exciting, dynamic and expanding technology company and will be working as part of a friendly, motivated and professional team.

Amiosec is committed to providing equality of opportunity for all. We aim to ensure our workplaces are free from discrimination and that our current and future colleagues, are treated fairly and with dignity and respect. Please inform us of any reasonable adjustments that we may need to make to the application or interview process.

