

**** NEW JOB**** A property management firm is seeking an EA to support the CEO. Based in Hampstead and paying £45,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Executive Assistant to CEO

Location: Hampstead

Salary: £45,000

Executive Assistant to CEO

Executive Support

Acting as the CEO's first point of contact with people from both inside and outside the organisation by:

- o Sending and responding to emails
- o Drafting correspondence
- o Arranging meetings
- o Following up on actions
- o Dealing with queries
- o Coordinating with team members

- Support the CEO's work schedule, optimising the efficient use of time and resources through intelligent 'gate keeping' and effective planning and diary management.
- Liaise and build relationships with senior stakeholders on behalf of the CEO.
- Produce documents, briefing papers, reports, presentations and carry out necessary research to ensure that the CEO is properly briefed for all appointments
- Update the CEO on key organisational issues when she is out of the office.
- Set up project meetings and coordinate all meetings to best support the CEO.
- Work collaboratively with colleagues from across other functions, as agreed with the CEO and required by the company.