

KINGSLEY NAPLEY

Job Description

Title:	Executive Assistant (EA)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Head of Practice Support
Department:	Senior Leadership Team, reporting to Practice Support
Purpose of job:	<p>The Executive Assistant acts in true business partnership with the Senior Leadership Team, providing a high level of professional and strategic support, taking on complex tasks and supporting on projects. The Executive Assistant plays a critical role in managing daily administration for their stakeholders by anticipating their needs to enable their Executives to stay focused on their objectives, whilst acting as a gateway to resolve operational and administrative issues before they arise.</p> <p>This role will directly support five Executives, alongside working collaboratively as part of the wider EA team to provide general support to the entire Senior Leadership Team as required.</p>

Management Team support:

- Acting as a gateway for the Senior Leadership Team; managing incoming and outgoing communication, liaising with key stakeholders.
- Always behaving with diplomacy and discretion to help facilitate the firmwide goals and objectives of the Senior Leadership Team.
- The EA is the first point of contact for the rest of the business when seeking access to the Senior Leadership Team.
- Using their in-depth knowledge of the business and firmwide projects to screen, triage and assess whether the Senior Leadership Team is the appropriate level for tasks and, where not, directing work to more appropriate committees or individuals. This to include, where required:
 - Reviewing and overseeing work returned from other departments to ensure it is in the correct format before being passed to the Senior Leadership Team for final review; in this way the EA will mitigate interruptions and ensure Senior Leadership Team time is spent where it is most needed on high level tasks and decision making.
- Acting as a delegate on behalf of the Senior Leadership Team when required, the EA will always communicate with conviction and possess the courage to challenge their Executive(s) and others in the firm where needed.
- Providing holiday and absence cover for other members of the EA team to ensure seamless support to the Senior Leadership Team at all times.

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Executive Assistant day-to-day duties:

- All aspects of administrative support: extensive calendar and diary management; extensive inbox management including drafting responses and taking action as required; coordinating schedules, meetings and appointments; answering and directing telephone calls; preparing any and all necessary documentation.
- Arranging internal and external meetings/ conference calls and assistance with planning events. Managing all of the associated logistics to ensure the smooth running of such meetings, liaising with other support departments as required.
- Attending meetings as required to take minutes and concise notes, acting as a proxy in meetings as appropriate, reporting back with summarised feedback and following up on action points
- Maintaining professionalism and strict confidentiality with all materials and exercising discretion when interfacing with the wider business and stakeholders.
- Strategically supporting on concurrent projects in an organised and analytical way; undertaking research, keeping track of timelines, deadlines and actions that need to be taken.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: EA, Management Team

	<u>Essential</u>
Education/ Qualification:	<ul style="list-style-type: none"> Educated to GCSE standard or equivalent, including English and Maths grades A-C (or equivalent).
Knowledge and Technical Ability	<ul style="list-style-type: none"> Experience of working as a PA or EA for executive management within professional services. Experience of working within a very busy, deadline driven, environment. Ability to build effective working relationships quickly and work in the strictest confidence. Experience of working for a number of busy stakeholders simultaneously. Organised with strong analytical and problem solving skills. Adept at leading and managing a variety of simultaneous projects. Ability to work independently, take initiative, set priorities and see projects through to completion on time. Advanced knowledge of Outlook, Word, Excel, PowerPoint and Adobe. Excellent written and oral communication skills. Develops own knowledge and skills to meet the demands of the role. Ability to remain calm under pressure and in demanding situations.
Client Care	<ul style="list-style-type: none"> Ability to rapidly establish and maintain effective working relationships across all levels of the business. Excellent communication, project, and stakeholder management skills.
Firm wide Skills	<ul style="list-style-type: none"> Promotes the sharing of best practice and knowledge across the firm. Understands the importance of discretion and confidentiality, and acts accordingly. Commitment to Continuous Improvement practices.
Attributes	<ul style="list-style-type: none"> Demonstrates behaviour in keeping with the firm's core values of: Teamwork, Respect, Integrity, Fairness, Understanding and Commitment. Reliable, with excellent timekeeping. Demonstrates a flexible approach. Self-motivated, committed to the firm and to personal growth. Proactive problem solver. Exceptional communication skills with meticulous attention to detail. Demonstrates emotional intelligence. Possess strong business judgment and an ability to interact with a variety of people and job functions. Professional, approachable, unflappable demeanor. Collaborative approach.

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.