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## *EA to CEO*

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The ideal candidate for this position will excel if they can keep their calm in a high-pressure environment coordinating the logistics of the CEO of the company. The candidate should have some relevant experience to the role that highlights their capability to conduct all administrative work, making sure the CEO's operations run smoothly. Thus, the candidate should be detail-oriented and a creative problem solver.

### **Responsibilities**

***a). Assist the CEO in:***

- executive assistant and diary management functions
- the prioritisation of his/her work
- providing a first line filter and day to day project management of his/her workload

***b). Assist the CEO by providing project reporting and risk escalation across:***

- work to prepare Cambridge Innovation Parks Ltd for an anticipated divestment (sale) by Mar '23
- Operational activities and projects to deliver continuous improvement

***c). Organise and oversee administration/documentation and follow-up on all board and secretariat matters***

### **Relevant experience**

- Experience of supporting and working alongside senior executives, ideally in a plc environment
- Strong understanding of commercial matters and general business developments
- Strong financial literacy and the ability to use the full range of Microsoft Office products
- The role holder will be IT literate and capable of supporting a range of IT and media functions.

## **Qualifications**

The role holder will have received training in Project management and reporting. The role holder will have good understanding of corporate governance, process management and assurance.

- Bachelor's degree or equivalent experience
- Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Communication skills, written/verbal
- Ability to prioritize and meet deadlines and keep information confidential

## **Interpersonal and communication skills**

- Critically, the role holder will have a good track record of relationship management at all levels

## **Additional requirements**

- Experience of process mapping and systems implementation

**Salary** £32.5K FTE + Bonus Opportunity

**Location:** Cambridge Innovation Park, Cambridge (Waterbeach)

**Working pattern** Monday - Friday

**Office hours** between 08.00 – 18.00

**Hours of work** 25 - 35 hours per week

**Holidays:** 25 + Bank Holidays

**Length of appointment** Fixed term contract (18 months) with possibility of move to permanent