

## Aspire Job Description

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<b>Job Title:</b>	EXECUTIVE ASSISTANT TO OPERATIONS DIRECTOR	<b>POSITION ID:</b> EAOD016
<b>Entity:</b>	<b>ASPIRE DEFENCE SERVICES LIMITED (ADSL)</b>	
<b>Location:</b>	TidNBul (The role will require travel to all ADSL locations)	
<b>Reports to:</b>	PA TO OPERATIONS DIRECTOR	
<b>Key Purpose of the Role:</b>	<p>The Executive Assistant role operates as part of the Operational team supporting the Operations Director in the day to day logistics and co-ordination of the Operational Directorate. To provide professional administrative support to the Operations Director and Operational Senior Management Teams. Role will see you actively engaging with operational teams to gather information to provide reports and updates to the Operations Director</p>	
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide PA services to the Operations Director, involving a high degree of flexibility, confidentiality and discretion and take a proactive approach to day-to-day issues arising in the absence of the Operations Director.</li> <li>• Producing accurate and timely KPI reports for the Operations Director for inclusion in higher level management reporting, to support effective management decision making.</li> <li>• Collate, analyse and report on relevant information and data to support others in the delivery of their business objectives.</li> <li>• Manage diaries, organise travel/accommodation and keep holiday and sickness records for ADSL's Operational Senior Management Team.</li> <li>• Establish and develop effective working relationships at all levels with both internal and external stakeholders of ADSL's business.</li> <li>• Responsible for planning and delivering events from conception to completion.</li> <li>• Responsible for co-ordinating external meetings, workshops, and conferences</li> <li>• Deliver proactive, highly efficient support for the Operations Director and wider team.</li> <li>• Ensure that the Operations Director is properly briefed on agendas and papers in advance of meetings as appropriate.</li> <li>• Organise and maintain systems for the storage and retrieval of information, and file documents and ensure compliance with agreed policies, procedures and GDPR</li> <li>• Participate in Operational Senior Management Team meetings and workshops, produce subsequent Action Notes and ensure these actions are carried out.</li> <li>• Undertake research on behalf of the Operations Director and prepare</li> </ul>	

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briefing papers.

- Take lead responsibility for specific projects as required.
- Participate in ADSL Co-ordination Team activities, to ensure smooth organisation, production of meeting records and other documentation and carrying out subsequent actions.
- Assist and support on internal communications work as required.
- Respond to internal and external enquiries, and as far as is possible process these through to their resolution.
- Develop and propose practical improvements within the Role

### Qualifications

#### Essential:

- Higher level of Education
- Advanced Microsoft Office
- Full UK Valid Driving Licence

#### Desirable:

- Degree level educated

### Experience & Knowledge:

#### Essential:

- Proven experience and track record of providing executive assistant services to Senior leaders.
- Experience in analysing performance data to report against delivery progress
- Proven experience of high quality communication and stakeholder management
- Proven experience of Complex diary management, including proactively managing diaries and anticipating problems, and resolving clashes as they arise
- Experience and working knowledge of all Microsoft Office packages.

### Skills:

- Excellent interpersonal and communication skills (both verbal and written) with the capability of building and maintaining effective working relationships with all stakeholders.
- Ability to operate in a professional manner with absolute discretion and confidentiality, able to exercise good judgment, tact and diplomacy
- Ability to work in a high-pressure, fast-moving environment, with effective time management capability.

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- Enthusiastic, confident and self-motivated
- Flexible approach to working hours, be able to travel to various site locations and be willing to work additional hours at short notice when required.

**Date:** 25 October 2021