



## **Job Description: Executive Assistant**

### **About Soutenu Ltd:**

Soutenu Ltd is the overarching company of Low Carbon Europe Ltd (t/a LCE) and Green & Kassab Limited (t/a GKT). LCE provides Energy & Sustainability consultancy while GKT provide Business consultancy to both the private & public sectors. Due to expansion there is a requirement for additional administrative support.

**Experience:** At least 5 years strong (and proven) support experience, handling a wide range of administrative and executive support related tasks, especially managing those of a senior position. The successful candidate will be able to demonstrate working independently and proactively.

### **Overview of the Role:**

As an Executive Assistant supporting the Group administration, the successful candidate must be proactive, resourceful, efficient, confident, exceedingly well organised and able to interact with staff, clients, suppliers and media owners of all levels. The Executive Assistant must be flexible and be able to multi-task. The successful candidate will be supporting the Director of Operations and reporting to the Head of Business Administration.

### **Candidate Qualities:**

Professionalism, politeness, competency and reliability are expected in any person joining our company. In addition, the Executive Assistant must also demonstrate:

- 'Can do attitude' - drive to deliver quality outputs, to the highest of standards
- Proactivity and ability to use initiative
- Flexibility to tailor support type and level to an individual's needs – understanding of their deliverables and pressures and supporting accordingly
- Confidence
- Meticulous attention to detail
- Excellent levels of communication both written and verbal
- Approachability and people skills
- Upbeat and positive disposition
- Calm under pressure

- Discretion and trustworthy
- Excellent computer literacy (MS Office – Word, Excel, PowerPoint, Outlook)

**Key Tasks and Role specifics:**

- Proactive and effective diary management
- Daily demonstration of flexibility and ability in reviewing and prioritising workload
- Manage diaries, arranging, prioritising and making appointments, organise meetings and provide any necessary documentation, both internally and externally.
- Organising, assisting and ensuring the smooth running of conferences and events
- Production of sales proposals and project reports for client presentation
- Producing presentations, agendas, and briefing papers
- Screening phone calls, enquiries and requests, and handling them where possible
- Dealing with incoming correspondence, distributing and/or circulating where appropriate
- Maintenance of ZOHO One Client Contact Database
- Maintain and ensure all opportunities and leads are up to date on CRM. Manage and follow up on leads when appropriate and/or at regular intervals.
- Ability to record accurate Actions at meetings.
- Need to attend monthly meetings in Bristol.

**General:**

- Provide reasonable ad hoc support to the wider group of companies as and when required and priorities and time allows. This may include absence cover for the other administration posts.
- Help with general housekeeping of the office environment.