

Executive Assistant to Chief of Staff, HPower Group

The Chief of Staff at HPower Group is seeking an Executive Assistant. This is a full time role which will principally be based in London, with one day a week in the company's Windsor Offices. This is a new role created as the Chief of Staff takes on more responsibility across the company and its associated events.

Job Description

Responsible for diary planning – meetings planning and invitations, travel and events.

Responsible for agendas, venue confirmation and minutes for key meetings

Support the Chief of Staff in management of HR responsibilities – ie management of arranging appointments for 6 monthly appraisals dates for all staff. Ensuring all appraisals are agreed, signed and filed. Support in management of new hires and new contracts. Development of JDs and KPIs across all roles. Support in creating documentation for company resource strategies.

The individual will be assigned certain projects throughout the year. By example this could include development of HPower website, company credentials and presentations. Ensuring that all company policies are up to date.

Upkeep of the management dashboard to ensure that Board Members have up to date information. This will include development of the dashboard.

Management and processing of expenses for Chief of Staff.

Support on development of presentations for Board members.

Support of Chief of Staff in their role as Event Director for Royal Windsor Horse Show and Longines Hong Kong International Horse Show. This will include development of documents / presentations across both shows.

Profile

The appointed individual will be required to

- Have a high level of integrity and be able to maintain discretion and strict confidentiality at all times
- Be able to interact professionally with all levels of Management, staff, clients and business associates.
- Be a self starter, a problem solver, be friendly, enthusiastic and have a positive attitude
- Have excellent communication skills, both written and verbal

- Have excellent IT skills across Microsoft office
- Be able to create presentations (through powerpoint and canva)
- Be able to prioritise against a constantly changing workload

This job is a hands-on role which would suit someone who enjoys problem solving, working in a small, fast-paced entrepreneurial environment, with a delivery-focused work ethic. The right candidate will have initiative and an aptitude for nurturing relationships in a professional environment, along with being ambitious, organised, presentable and able to get stuck in with any task set. The successful candidate will work both autonomously and with different parts of the business, with readiness to muck in elsewhere when required.

The individual must commit to being at key events each year, this includes but is not limited to Royal Windsor Horse Show and London International Horse Show.