

HICKORY

Job Title: Executive Assistant

Permanent position: Full-time

Salary: Depending on Experience

Holidays: 28 days plus birthday off

Purpose of the role

Looking to join a company which truly invests in its own team? Hickory is seeking an experienced Executive Assistant to join our diverse business. Hickory is a dynamic, exciting, and forwarding-thinking company which delivers outstanding food & drink experiences at incredible venues across Edinburgh and beyond.

We're a well-established yet growing marketing leader, and in line with our growth plans we are looking for an uber organised and proactive individual to work with the executive team. You will work directly for the Managing Director and support the board - so, discretion, diplomacy are key attributes required.

This is a pivotal role in the organisation where confidentiality is key. You will be the right hand for our executive team, working directly with the MD to develop and integrate our quality management system across the business, drive the company policies through the business in line with our quality management system, and supported technology. You will also be responsible for collecting and collating management reporting.

In return you will be part of an amazing team working for a SME at a time of great expansion, with an amazing bunch of colleagues (we'll we think so!) with personal and professional development opportunities.

Key accountabilities

- To provide day to day executive level support
- Coordinating executive management communications – including responding, screening and delegating correspondence in professional, accurate, prompt and confidential manner.
- Compose, proofread and format internal and external communications and announcements on behalf of the Directors
- Work directly with the Managing Director to implement and maintain quality management system
- Collating board and monthly reports
- Project management, actioning tasks and decision making
- Monitor and report on team progress of project plan and task lists
- Perform diary and travel management duties, ensuring smooth coordination of the diary with a balance of client meetings, inter-office and site visits.
- Plan and setup meetings to run seamlessly, develop meeting agendas and take meeting notes and support development of project plans and actions plans
- General HR tasks and HR management
- Keeping technology platforms updated as required and providing audit and compliance reports.

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- Support the teams and business with our sustainability strategy
- Support the teams and business with our technology strategy
- Supporting financial/budgetary activity such as invoicing queries/raising PO's/expenses support
- Annually set up, organise and manage any reviews for the Directors
- Attending networking and promotional events to develop and maintain contact with potential clients and professional bodies.
- Relationship management (Internal and External)
- Embody the culture and values of Hickory and be a front facing ambassador at all times.

Skills and Competencies Required

- Previous experience as an Executive Administrator supporting a leadership team
- Minimum 2 years' experience in busy working environment with responsibility for communications and events
- Ability to prioritise, multitask and complete tasks within given timeframes and deadlines
- Excellent administration skills with proven high-level attention to detail
- Excellent IT skills
- Confidentiality
- Discretion
- Diplomacy
- Solid communication skills, both written and verbal.
- Integrity and honesty
- Strong planning and organisational skills.
- Proven ability to plan and manage work programmes, deal with conflicting demands and meet tight deadlines.
- Strong presentation and reporting skills to support effective communication
- Hold a current UK license