

Executive Assistant

- Flexible working
- Salary £28k-£35k
- Benefit package

We're a small, close-knit team of friendly, dedicated professionals on a mission to help travel companies solve complex problems, comply with their obligations, and sell more holidays.

We're searching for a friendly and reliable Executive Assistant to support us in meeting our clients' business needs and be the glue that holds us together.

In return, we offer a package of benefits, flexible working arrangements and a collaborative, supportive, inclusive culture surrounded by good people.

If that sounds up your street, then please get in touch!

The job in three bullets:

Support the management team with client work. Assist in the planning and delivery of projects to ensure client deadlines are met. Manage scheduling for the management team, including agendas, travel arrangements, and other logistics.

Maintain key client relationships. Manage correspondence and schedule regular meetings with key clients. Support with preparing any presentation materials and ensure any relevant actions are followed up as necessary.

Provide administrative support to the team. Manage inboxes and correspondence with existing clients, industry partners and new enquiries. Support with the organisation of internal and external meetings and events. Assist with the onboarding and set-up of new clients. Maintain and refine internal processes and databases.

What would make a great Executive Assistant:

We're looking for someone who positive and personable, passionate about customer service and delivering team goals.

You'll need exceptional organisation skills and be able to manage a varied workload across a number of clients. We're a small team, working largely remotely, so you'll need to be flexible, manage your own time, work to deadlines, pre-empt future requirements and ask questions when you're not sure.

You'll spend a lot of time conversing with clients on phone calls, video calls and email, so you'll need excellent verbal and written communication skills.

You'll need to be conscientious with an attention to detail and an inquiring mind that enjoys solving problems.

You should be competent with a variety of typical office IT software like Microsoft Excel, Adobe PDF, Google Docs, and other similar web apps.

Benefits

In return, we'll provide the following package of benefits:

- A full-time equivalent salary of between £28k and £35k, depending on experience.
- Flexible working hours. We're happy to consider part-time and willing to work around other life commitments like caring for children or relatives, school holidays etc.
- Flexible location. Most of your work will be carried out remotely, though we encourage you to come into the central London office at least once a week, and certain projects may require occasional meetings with clients across the UK from time to time.
- A holiday allowance of 30 days per annum (full-time equivalent), not including public holidays.
- Company contribution to your pension scheme at 5% of your salary.
- Life insurance and travel insurance cover.
- Access to a personal independent financial planning advisor for you and your family.

How to apply

If you're interested in applying, please send us your CV, along with a covering letter explaining why you'd be a great fit, to lucy@thettc.co.uk.

We expect the process will involve up to two interviews.

As an open and inclusive workplace, we want to make sure our recruitment process is fair and doesn't discriminate on any grounds. If you need any help with any part of our recruitment process, please don't hesitate to contact us and we'll do our best to accommodate any needs or address any concerns you might have.