

# Job Description

<b>Job Title</b>	Executive Assistant to the Chief Executive Officer (CEO)
<b>Responsible to</b>	CEO
<b>Responsible for</b>	n/a
<b>Summary of Role</b>	<p><b>The key purpose of this role is to provide essential Executive and administrative support to the business including, cross-business projects.</b></p> <p><b>Support CEO in key areas of the business with the provision of reports and data inputting, business efficiencies, diary, and project management.</b></p> <p><b>The role also includes day-to-day office and facilities management, Executive and Personal Assistance to the CEO, reception, and telephony duties.</b></p> <p><b>Ensure a high standard of service to internal and external customers.</b></p>
<b>Main Responsibilities and Duties</b>	
1	Diary management for CEO including arranging internal and external meetings and support for overseeing project deadlines.
2	Provision of minute-taking at meetings as required.
3	Support Head of Operations with day-to-day office and facilities management such as waste management, cleaning services, keyholding.
4	Provision of a high standard of telephony service to all prospective, new, and existing clients
5	Greeting and wellbeing of visitors to the company, including preparation of meeting rooms and provision of refreshments as required.
6	Accurate input of data into computer systems including invoicing as necessary
7	Support for Board meeting preparation and Production of computer-based reports as required
8	Research and database input for use in marketing campaigns as required
9	Responsibility for checking and distribution of incoming post and ensuring outgoing post on a daily basis
10	Ensure - adhere to GDPR and Data Protection policies
11	Stock-checking and ordering of stationery
12	Booking of hotels and transport for CEO as well as Vista staff and clients as necessary and ensuring the best value for money travel and accommodation solutions
13	Organising company-wide social events
14	Working with Marketing Department to assist with organising seminars, exhibitions, and conferences
15	Adhere to specific Company Policies and Procedures
16	Uphold Vista's brand values inside and outside of the office.
17	Support CEO and Head of Operations with production of regulatory documents and document control, as required.