

THE VIEW

FROM THE SHARD

Designed by Master Architect Renzo Piano, The Shard has redefined London's skyline and quickly established its place as a dynamic symbol of London. At a height of up to 800ft or 244m, and at almost twice the height of any other vantage point in London, visitors will experience unrivalled 360 degree views over the city for up to 40 miles on a clear day. Surrounded by the city's most notable attractions, the high-life awaits you at The View from The Shard.

JOB DESCRIPTION

Job Title:	Assistant to the Senior Management Team
Reports to:	Executive Assistant to the CEO
Direct Reports:	None
Hours:	Office Hours, Monday – Friday (Hybrid working)
Salary:	Competitive

THE PERKS

- 25 days Holiday + Bank Holidays
- Length of Service Benefit – additional day holiday for every year (capped at 5 years)
- Private Medical Insurance for you and your family
- Employer pension contribution of 5% of your annual salary
- Complimentary tickets to The View and 40% staff discount
- Employee Assistance Programme
- Perkbox Membership
- Life Assurance

ROLE PURPOSE

As a key member of our team, you will play a vital role in providing comprehensive support to three senior leaders, our Finance Director, Head of Operations, and Head of Sales. While overseeing the management of critical business projects. This position combines administrative expertise, organisational precision, strategic planning, and collaborative problem-solving. You will join our dedicated administration team, working closely with the wider office to ensure seamless operations in the office environment.

WHO WE ARE LOOKING FOR

We are seeking a highly organised and experienced Team Assistant and Project Manager to join our team. The ideal candidate will possess exceptional organisational skills and the ability to manage multiple projects. We are seeking someone who is eager to take on a hands-on role in an exciting environment.



KEY RESPONSIBILITIES

- Management of the Finance Director, Head of Operations, and Head of Sales emails, diary and expenses.
- Gatekeeper to the Finance Director, Head of Operations, and Head of Sales, and first point of contact for all suppliers and business partners.
- Ensure Senior Managers are fully prepared for various commitments by drafting appropriate briefing notes, and producing high quality documents, presentations, minutes, reports and letters.
- Support with preparing documentation, papers, presentations and Board Reports.
- Project Management: Oversee the planning, execution, and delivery of key projects. Coordinating cross-functional teams, managing timelines and budgets, and ensuring successful project outcomes.
- Monitoring project performance to ensure timely delivery.
- Support with the CEO's emails and diary in the absence of the Executive Assistant.
- General filing, recording and archiving of documents in an organised manner for easy retrieval.
- Support with the management of the Document Management System to ensure consistency and maintenance of system across the company.
- Keeping a record of all the approvals signed by the Senior Managers.
- Scheduling of Meetings and taking accurate meeting minutes.
- Managing all travel requirements for the Senior Managers when necessary.
- Support with the planning of Team Events.
- Support with company purchasing, together with the wider Administration Team.
- Support with other general administration responsibilities.

ESKILLS AND EXPERIENCE

- Demonstrable and substantial experience as a Team, Personal or Executive Assistant, working for Senior Leaders(s).
- Strong project management experience and demonstrable experience in managing complex projects.
- Proven capability to operate in a pressurised environment requiring discretion, tact, diplomacy and judgement when dealing with both internal and external contacts.
- Excellent secretarial, administrative and organisational skills.
- Experience of accurate minute taking.
- Experience of compiling reports and documentation.
- Advanced Excel, Word, PowerPoint & Outlook skills.
- Ability to multi-task, determine priorities & manage a heavy workload.
- Self-motivated and accustomed to using own initiative & working with minimal supervision.
- Discreet with experience of dealing with confidential matters.
- Excellent communication skills, verbal and written, with experience of drafting professional correspondence on behalf of others.
- Excellent interpersonal skills, with the expertise to handle difficult or challenging contacts in a highly professional and diplomatic manner.
- Gains the trust and confidence of contacts quickly and easily.



- Works well under pressure by effective prioritisation of workload, whilst maintaining high levels of attention to detail and meeting of deadlines.

