



**CLEAR ANGLE
STUDIOS**

Executive Assistant

Job Overview

We are looking for a professional and energetic Executive Assistant with impressive people and organisational skills to join our dynamic team of superb individuals working on some of the world's largest movie productions.

The Executive Assistant will be tasked with understanding the needs of our Board and senior executive team and providing quality and tailored administrative support during a very busy period. Excellent communication and organisational skills are a necessity in this role as liaising with multiple clients, sometimes Internationally, and managing several diaries will form a key part of the day to day.

Timely correspondence and an impeccable eye for detail are a must in an often-high-pressure environment. Building and maintaining relationships is at the forefront of our business and we're looking for someone to help promote this even further.

Responsibilities and Duties

Reporting to the Chief Finance Officer and Board, the Executive Assistant will be responsible for supporting the Board and senior executive team in preparing the business for major corporate projects, attracting, and executing external investment into this successful, market-leading, and fast-growing global business.

Commercials

- Be a central liaison to the Board and senior executive team
- Organise programmes of meetings involving internal and external parties
- Organise complex diaries, calendars, and schedules, swiftly resolving scheduling issues
- Service all Board & key Committee Meetings including minutes, ensuring smooth conduct of business including all logistical arrangements
- Assist in preparing and maintaining an Online Data Room, including liaising with Lawyers
- Identify and evaluate the business strategic opportunities and challenges; working with the leadership team to be a partner for the business to drive success and enable greater effectiveness
- Deliver individual tasks whilst maintaining focus on overall objectives

Creative

- Find innovative ways to improve/streamline internal processes and maximise efficiencies
- Prepare Word, Excel, and PowerPoint presentations as well as agendas and reports

- Plan and orchestrate work to ensure the Board and senior's priorities are met, organisational goals are achieved, and best practices are upheld
- Conserve Board members time by reading, researching, collecting, and analysing information as needed in advance
- Be creative and take initiative, understand how to successfully work within an entrepreneurial environment

Clients

- Greet new clients and visitors to the office
- Liaise with suppliers and relevant third parties
- Ensure meeting rooms are always kept clean and tidy
- Set up meeting rooms with appropriate equipment, stationery, and refreshments
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion at all times
- Promote a positive and professional image within the office, and externally with clients and contacts

People

- Foster strong working relationships with all internal departments and cross-functional teams
- Ensure effective collaboration with all Clear Angle employees
- Act as a first point of contact for all internal queries to the Board/senior exec team

Requirements

- Significant relevant experience at Board/Senior level
- Advanced proficiency in Outlook, Word, Excel, and PowerPoint
- Ability to manage a busy and varied workload to deliver on deadlines
- Ability to communicate effectively and professionally
- Commercially aware and proactive
- Team player with a sense of humour
- Ability to think outside of the box with a sense of urgency
- Strong communicator
- Ultra-organised
- Discreet and highly sensitive to confidentiality
- Good numeration and secretarial skills
- Able to provide high level administrative support
- Degree level (preferred)

Further information

- Initial part-time (3/4 days) fixed term contract with the potential to go perm/full time
- 3 months' notice
- Based at the HQ in Pinewood Studios, Iver
- Hybrid working available but must be able to join meetings in person at Pinewood Studios at relatively short notice