



HARRISON PARROTT

JOB DESCRIPTION

Title:	Executive Assistant
Reporting to:	Lorna Aizlewood COO &GC, Ian Giddons CFO and Moema Parrott Director
Salary range:	£30,000 - £35,000
Basis:	Full time (35 hrs)
Location:	London office based
Closing date:	9:00am Monday 27 th January 2020

Job purpose

This is to support the COO & General Counsel, CFO and Director in all business and occasional personal administration matters including extensive travel arrangements, diary management, planning internal and external meetings, agendas and minute taking, communication and correspondence with global collaborators, clients, artists and employees. This role requires a high degree of independent, organised thinking about how to best use resources (both human and technological) to best meet the needs of the people supported.

Key relationships

CEO, Directors, Associate Directors, EA/PA team and Coordinators.

Key accountabilities

- 1:1 Executive assistant support to Lorna Aizlewood, Ian Giddons and Moema Parrott
- Acting as a strong, confident gatekeeper to limit distraction on matters on which other Directors and senior staff can take the lead, and plan ahead as required.
- Ensuring that all three follow up on key action points in a timely efficient manner as required.

Travel arrangements

- Complex and detailed travel arrangements
- Achieve efficient and cost-effective travel
- Book all travel and hotels
- Local research
- Coordinating and compiling briefings for meetings and trips

Personal assistance

- Secretarial duties including drafting correspondence, typing and preparation of documents (including financial and legal documents) and dealing with phone calls. In addition to usual secretarial duties including drafting correspondence, typing and preparation of documents (including financial and legal documents) and dealing with phone calls, this role requires a person with initiative and forward thinking, someone who understands what should be done and proposes solutions.
- Prepare expense claims and analyses and reconcile with credit card statements as required
- Arrange concert and event tickets
- Maintain calendars ensuring all devices are updated with relevant documents and records as required
- In liaison with IT team ensuring personal IT/comms (laptop, iPad, mobile phones etc) up to date and fit for purpose



HARRISON PARROTT

- Research and provide briefings on presentations on topics as requested
- To liaise with colleagues across the Company, building excellent collegiate relationships with other internal and external global stakeholders, clients and artists.

General administration

- Ensure meetings are set up and managed effectively
- Coordinating dates and minuting meetings
- Liaise with colleagues to ensure agendas and papers prepared and circulated
- Liaise with colleagues to ensure timely responses and information on financial, budgetary and time allocation matters
- Initiate, manage and be owner of the overall Company Calendar
- Organise catering arrangements for meetings as required
- Maintaining key contact records as required
- Any additional duties as required as the role develops.

Board secretariat

- In collaboration with CFO (also Company Secretary) and COO, coordinate quarterly Board and Executive meeting agendas, paper preparation and circulation.
- In collaboration with CFO (also Company Secretary) and COO,, follow through from meetings to ensure all necessary internal communication and briefing, and delegated responsibilities understood.

Benefits

- 25 days of paid holiday per year in addition to statutory bank and public holidays. 5 of these days are to be taken during the office closure period in December.
- Company Pension Scheme.
- Life assurance: 3 x annual salary.
- An interest free season ticket loan.
- Annual ticket allowance for HarrisonParrott artist events.
- On-site shower facilities.
- On-site gym, free to use (including all classes).

Additional Information

We are an equal opportunity employer and value diversity. We welcome applicants from all backgrounds.

Completed applications are to be sent to hr@harrisonparrott.co.uk before/on the closing day specified and must include a copy of your CV, completed application form and equal opportunities form.

An initial telephone interview may be possible if you are currently living outside the UK. Please note the essential requirements listed below when completing your application.



HARRISON PARROTT

Person specification

To be successful in this role you must possess solid previous EA experience, excellent organisation skills, adaptable to constant change and able to prioritise competing demands. The ability to work to tight deadlines, remain calm under pressure and solution focused is essential.

Skills and Experience:	Essential:	Desirable:	Assessment method:	
			Application:	Interview:
High level of accuracy, attention to detail.	✓		✓	✓
Ability to manage and prioritise a large number of varied tasks with multiple deadlines.	✓			✓
Be quick, efficient and able to work under pressure	✓			✓
Excellent communication skills, both written and verbal. Fluent in English (written and spoken).	✓		✓	✓
Educated to at least undergraduate degree level	✓		✓	
Music degree		✓	✓	
Excellent secretarial and IT skills. Proficiency in Microsoft Outlook, Word, PowerPoint and Excel	✓			✓
Working knowledge of at least one additional language		✓	✓	✓
EA/PA Experience with strong efficient internet search skill	✓		✓	
Experience of scheduling and organising extensive travel arrangements	✓		✓	✓
Experience of handling international Visa applications		✓	✓	✓
A good knowledge of and active interest in classical music		✓	✓	✓
