



JOB DESCRIPTION

JOB TITLE: Executive Office Assistant – Group Managing Director

BUSINESS AREA: Executive Office

REPORTS TO: Group Managing Director

MAIN PURPOSE OF JOB:

To work proactively to support the Group Managing Director and work as part of the Executive team in providing an efficient, effective and professional service to the Goodwood Group of Companies. To facilitate the smooth day to day running of the Executive Office.

KEY STAKEHOLDERS / INTERFACES:

Group Managing Director, Executive Office, Finance, IT, Farm plus all members of the Goodwood Group Management team and Non-Executive Directors.

DUTIES:

- To proactively manage the diary of the Group Managing Director, making and confirming appointments and ensuring all necessary paperwork is prepared relating to those appointments/meetings, where appropriate.
- To monitor, track and respond to emails as appropriate and necessary.
- To take minutes at meetings and circulate as appropriate.
- To appropriately screen and answer all telephone calls, take messages and respond to queries as appropriate.
- To manage the opening of all incoming mail and to filter/distribute/handle appropriately
- To provide full administrative support, including typing, undertaking shorthand if applicable, photocopying and preparation of documentation using Microsoft Word, Access and Excel as required.
- To ensure all incoming and outgoing information for the Group Managing Director is fully coordinated between the different business functions.
- To maintain the filing systems and archiving, ensuring accuracy and efficiency
- To provide budget and purchasing support as required.
- To assist and support with a wide range of projects and activities as required.
- To liaise with external parties at a wide range of levels.
- Produce documents, briefing papers, reports and presentations as required
- Maintain up to date knowledge and understanding of the organisation and its aims and objectives.
- Act as an ambassador for the Goodwood brand at all times and ensure Group values are upheld to both external and internal contacts, through appropriate behaviour and performance.
- Undertake any other duties as requested in accordance with the scope and responsibilities of the role.
- To observe strict confidentiality at all times.
- To carry out any other duties as may be reasonably expected by the Group Managing Director and Executive Office.