

**Job Overview:** We are seeking a highly skilled and experienced Executive Assistant to provide comprehensive support to the Directors. The ideal candidate will be adept at managing complex schedules, handling confidential information, and supporting high-level projects. This role requires a proactive individual who can work independently and efficiently in a fast-paced environment.

**Key Responsibilities:**

- **Diary and Calendar Management:** Coordinate and manage complex schedules, including arranging meetings, appointments, and travel arrangements for Directors.
- **Communication:** Act as the first point of contact for internal and external communications, managing correspondence and phone calls efficiently.
- **Information Collection and Management:** Gather, organise, and maintain confidential information and documents, including the management of data rooms.
- **Board Support:** Prepare and distribute Board meeting materials, prepare and edit presentations, take minutes, and follow up on action items.
- **Project Support:** Assist in managing and supporting various projects, ensuring timelines are met and objectives are achieved.
- **Delegated Work:** Undertake delegated tasks and projects at the Board Director level, ensuring high standards of delivery.
- **Follow-up and Chasing Information:** Proactively follow up on pending issues and chase information as required to meet deadlines.
- **Research:** conduct research and provide critical information to support decision making by the Directors.
- **Confidentiality:** handle confidential information with the utmost discretion.

**Qualifications and Skills:**

- Proven experience as an Executive Assistant, Personal Assistant, or in a similar role supporting senior executives or board members.
- Exceptional organisational and time-management skills.
- Strong written and verbal communication skills.
- Written and spoken Spanish language skills desirable.
- Experience of working in an international environment desirable.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software. Experience with Project Management software desirable.
- Excellent interpersonal skills and the ability to build relationships with stakeholders at all levels.
- Strong attention to detail and problem-solving abilities.
- Ability to work independently and as part of a team.
- Experience in managing data rooms and project support is highly desirable.