

Executive Assistant

Up to £35,000 pa, depending on experience

Full time, permanent or fixed term

(Secondment can be considered depending on your circumstances)

Are you an experienced and proactive Executive Assistant looking for a new challenge?
Are you looking for a varied and fast-paced role, supporting a new Freeport programme?

It's an exciting time for East Midlands Freeport - as the UK's only inland Freeport this is a unique opportunity to join us as we start our operations.

East Midlands Freeport will drive economic regeneration across the East Midlands. Underpinning this is a unique and world leading combination of local authority, business and university partners focused on creating thousands of jobs, boosting skills, and accelerating the region's commitment to decarbonisation and Net Zero through low carbon energy investments.

About the Role

Working closely with the CEO and Chair across a wide range of issues, we're looking for someone with a broad skill set and a willingness to get stuck in beyond their immediate area of expertise.

You will provide a comprehensive and high quality support service to the Chief Executive, Chair, our Board and a range of senior public and private partners. You'll provide effective and efficient diary management including arranging meetings, venues and travel, and the preparation, collation and circulation of documents.

Part of the executive delivery team, you'll support other areas of delivery where required, including composing communications correspondence, and project and contract management activities.

With a proven track record, you'll have excellent communication skills, be confident working with senior partners and experience of prioritising and organising effectively. It would be beneficial (though not a strict requirement) to have some project management experience, including an understanding of basic techniques and principles.

The Freeport is being established now, so you'll have the opportunity to support the operational set up across a range of interesting and important areas, including developing office systems and procedures.

Whilst not essential to have a detailed working knowledge of Freeports, you'll be committed to gaining this understanding over time enabling you to support the executive team with confidence.

We are open to people with a public, private and/ or University sector background and we're also interested to know if you have a particular connection to the East Midlands (although this isn't a requirement).

For further information about the role and East Midlands Freeport, please read the Job Description and visit emfreeport.com/were-looking-executive-assistant

If you have any queries, please contact: Recruitment@emfreeport.com

What we offer

- Up to £35,000 pa, depending on experience
- 28 days annual leave plus Bank Holidays
- Free parking
- Full time, permanent or fixed term (Secondment can be considered depending on your circumstances)
- Flexible working arrangements

Initially the office base will be at County Hall in Leicestershire, with the opportunity to work from home for 2-3 days each week. There is a requirement to travel across the East Midlands on a regular basis

Closing Date: 29th March

Interviews will be held w/c 3rd April

How to Apply

To apply for this job, please email your CV and a supporting statement (no more than 500 words) to: Recruitment@emfreepport.com