

DIRECT WINES

Position Title	Board Secretary (Henley / Theale) – 3 days (flexible)
Reports To	The Direct Wines Co-Chairmen
Overall Job Purpose	To provide high quality support for the Direct Wines Board including specific responsibility for the administration of Board meetings and management of Henley office.
Key Responsibilities	<ul style="list-style-type: none"> • Maintain the Direct Wines Board calendar, ensuring both regular Board items and follow-up items from previous Board meetings are scheduled for discussion. • Arrange and manage Board Meetings, including the preparation of the agenda, action logs, attendees, location and minutes. • Liaise with the Group Chief Executive Assistant to ensure Board papers are circulated in a timely fashion and that both offices are connected • Manage and maximise the Henley office and line manage one direct report delegating appropriate tasks and ensuring they are completed to a good standard • Act as Secretary and Administrator to Board members • Provide pro-active support for the co-Chairmen, including diary management and travel arrangements. Specifically, ensure that Board members business and personal engagements are well planned and coordinated. • Liaise as required on behalf of the Board members with financial, pension and tax advisors, lawyers, banks, property managers, and insurers. • Ensure tax, credit card and other payments are made on time. • Support the administration of commissioned projects • Monitor in-bound correspondence, replying when relevant and filtering incoming calls and action as appropriate. • Schedule and organise Board visits to Bordeaux, to the Australian and US businesses, and with the Theale team. • Maintain a regular schedule of meetings for the co-Chairmen, both amongst themselves, and with key Executives, other Shareholders and non-Executive Directors. • Carry out other ad hoc tasks as required
Qualifications	<ul style="list-style-type: none"> • IT skills to include: Microsoft Word, Excel, PowerPoint, Outlook • Educated to at least A level standard or equivalent • Secretarial and/or Business qualifications are an advantage
Experience	<ul style="list-style-type: none"> • Extensive, recent experience of providing executive assistant services to a Board, Director or at a senior level in a dynamic, fast moving environment, ideally with international exposure
Personal Qualities and Skills	<ul style="list-style-type: none"> • High integrity, able to be trusted with highly confidential and sensitive information • Strong interpersonal and communication skills • A sense of fun, coupled with outstanding professionalism • Strong problem solving skills • Unflappable, and calm under pressure • Highly proactive, organised, decisive, and able to prioritise and meet tight deadlines and complete projects • Flexible, with excellent time keeping and preparedness to work unusual hours when necessary • Business and financially savvy
Remuneration	Competitive salary plus excellent benefits package
Location	Based in Henley with regular travel to Theale