

DIRECT WINES

Position Title	Executive Assistant – Merchandising & Buying
Reports To	Buying Director
Overall Job Purpose	To provide a professional, efficient, organised and flexible administration service to the Laithwaite's UK Buying & Merchandising teams
Key Responsibilities	<ul style="list-style-type: none">• Provide a wide and varied range of support to the Buying & Merchandising Directors, and their respective teams• Proactive diary management and support• Organise internal and external meetings to include booking of rooms and logistics• Produce presentations, letters, action logs and other communication materials• Arrange Team meetings, including the preparation of the agenda, pre-reading and action log• Coordinate and book full travel arrangements and accommodation for Buyers on trips, and for other team members as required• Responsibility for management of the Buying travel budget• Handling of confidential communications, internal inquiries on behalf of the Merchandising & Buying Directors• Monitor key emails for the Buying & Merchandising Directors as required when out of office• Filter incoming calls and action as appropriate• Consolidate expenses for submission as required• Manage holiday and absence records for teams• Absence cover for other Executive Assistants as appropriate• Ad hoc duties as required
Qualifications	<p>Essential</p> <ul style="list-style-type: none">• IT skills to include: Microsoft Word, Excel, PowerPoint, Outlook• Educated to 'A' level standard or equivalent
Experience	<p>Essential</p> <ul style="list-style-type: none">• Experience at providing Personal Assistant duties to Director or Senior Management
Personal Qualities and Skills	<ul style="list-style-type: none">• Personally effective• Highly organised – able to prioritise and meet tight deadlines• Confident in handling confidential/sensitive information - discreet• Creative and flexible• Business aware• Team player• Pro-active
Hours per week	<ul style="list-style-type: none">• 28