

Job Title	Executive Assistant, SVP, Sales, USA
Business Unit	ODCBU
Function/Region	Commercial Sales
Location	New York, NY (open to remote within NJ)
Leader	SVP, Sales, USA
People Leadership	No
Job Level	5
Role Purpose	
<p>Manage the day-to-day operations of the office of the SVP, Sales, USA, providing administrative support in special initiatives and projects, and acting as liaison to the US Sales leadership team, and the US Exec Team in particular, and more broadly to the general US Business as a whole.</p>	
Accountabilities	
<ul style="list-style-type: none"> • Works closely with the SVP Sales, USA to stay well informed on upcoming commitments and responsibilities, following up appropriately. • Manages an active calendar of meetings, appointments, and ensures that the executive's schedule is followed; compiles documents for meetings as needed, and performs advanced administrative assignments • Prioritizes conflicting projects and tasks; handles matters expeditiously and proactively, with follow-through to successful completion while managing deadline pressures • Plans and attends multiple internal and off-site events throughout the year that are headed by the SVP Sales, USA. • Schedules and participates in regular meetings with the executive to maintain an ongoing "to do" list, monitoring status on open matters, taking notes for follow-up actions and decisions, and updating with regular communication with the executive. • Manages complex and detailed travel plans, itineraries, and agendas for the executive and visiting VIPs as needed. • Facilitates meeting presentation materials and takes notes at meetings where required. Provides, coordinates or collects information necessary for Business Updates, Town Halls, Top-to Top Meetings with the Commercial teams. • Composes memos, letters, and other correspondences; drafts communication or confidential correspondence for the executive's review. • Produces and reconciles time and expense reports for the executive and self, reviewing and approving direct reports' expenses on behalf of executive, if required. • Provides a bridge for communication between the executive's office, executive team, sales leadership team, and third-party suppliers and distributors; builds relationships with colleagues, peers, and external partners 	



BE PROUD
We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE
We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE
We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL
We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL
We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM
We are proud of our brands, our heritage, and our commitment to superior quality in our products

Values

Core Competencies:

Working with People

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and rewards the contribution of others
- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses

Planning and Organizing

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Writing and Reporting

- Writes clearly, succinctly and correctly
- Writes convincingly in an engaging and expressive manner
- Avoids the unnecessary use of jargon or complicated language

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm
- Works hard and puts in longer hours when it is necessary
- Identifies development strategies needed to

<ul style="list-style-type: none"> • Writes in a well-structured and logical way • Structures information to meet the needs and understanding of the intended audience 	<p>achieve career goals and makes use of developmental or training opportunities</p> <ul style="list-style-type: none"> • Seeks progression to roles of increased responsibility and influence 	
--	---	--

Skills and Qualifications:

Essential:

- 3-5 years' experience in an Executive support role, required
- Bachelor's degree preferred, or equivalent practical experience
- Experience supporting commercial sales teams, or experience in beverage/alcohol industry preferred.
- Must possess proven ability to coordinate projects and be a resourceful problem-solver.
- Working knowledge of MS Office, including Word, Excel, PowerPoint, Teams and Outlook.
- Strong attention to detail, interpersonal, and communication skills are needed.
- Excellent time management and organizational skills to meet deadlines are needed.
- Experience scheduling travel arrangements and schedule for management.
- Ability to exercise discretion and independent judgment with respect to matters of significance, when executive is unavailable
- Ability to work independently and as a team; ability to work flexible hours when needed