

ROLE PROFILE

Job Title	Executive Assistant
Business Unit	BBU
Function/Region	BBU Commercial team
Location	Richmond
Leader	CCO
People Leadership	None
Job Level	5
Role Purpose	
<p>To provide Executive level business support to the Chief Commercial Officer and Global Commercial Leadership Team. To ensure the provision of a professional, high quality, proactive and efficient support service.</p>	
<ul style="list-style-type: none"> • Provide professional administrative support in the initiation, composition, typing and editing of executive correspondence and production of standard/management reports, including graphic design. Manage confidential data professionally and in line with policy. • Manage daily diary of appointments/meetings for the CCO and GCLT, prioritise and manage conflict to ensure diary time is utilised effectively. • Organise all domestic and international travel arrangements for CCO and GCLT including flights, transportation, accommodation, Visa assistance (where relevant), taking into account budgets. Support the BBU team where appropriate to deliver T&E efficiencies. • Arrange internal/external events and meetings/conferences including organising all aspects of an event venue selection including hotel, meeting room, catering requirements and all logistics to deliver outstanding meetings and events experiences on behalf of the BBU. • Maintain, update and suggest/make improvements to databases, E-Systems, administrative procedures, and internal/external communications so as to improve efficiency of operations. • Manage queries and requests for information, both internal and external, in a confidential and discrete manner, and execute timely responses to actionable requests. Provides for effective communication between the CCO/GCLT and the other internal departments/external stakeholders on behalf of the BBU. • Preparing correspondence and presentation materials including drafting letters, reports and emails. Preparation of agenda items, taking minutes and following up on action items when required and to support the Director in all communications both internal and external. Manage confidential data professionally and in line with policy. • Provide support across the Global Commercial Leadership Team to organise meetings and events and any relevant projects 	
Created by:	Sukh Bansel
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HRBP:	As above.
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