



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Executive Assistant to General Manager – Commercial USA
Business Unit / Group Function	ODC BU
BU Team / Sub-Function	Commercial
Location	New York Office
Team Leader Role	General Manager – Commercial US ODC
Role Level	5
Team Members	No
Role Purpose Manage the day-to-day operations of the office of the General Manager – Commercial US ODC, providing support in special initiatives and projects, and acting as liaison to the US Commercial leadership team, and the US Exec Team in particular, and more broadly to the general US Business as a whole.	
Accountabilities Performing advanced administrative assignments: <ul style="list-style-type: none">• Works closely with the General Manager – Commercial USA to keep the executive well informed of 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.• Prioritizes conflicting projects and tasks; handles matters expeditiously and proactively, with follow-through to successful completion while managing deadline pressures.• Supports the Commercial Leadership Team with ad-hoc requests and projects and projects as required.• Plans and attends multiple internal and off-site events throughout the year that are headed by the General Manager – Commercial USA.• Schedules and participates in regular meetings with the executive to maintain an ongoing "to do" list, monitoring status on open matters and updating with regular communication with the executive.• Manages complex and detailed travel plans, itineraries, and agendas for the executive and reviews and manages emails if requested.• 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.• 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.	



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Skills and Qualifications:

Essential:

- Excellent computer skills (Microsoft Outlook, Excel, Word & PowerPoint)
- Experience in beverage/alcohol is desirable
- Minimum 3-5 years of experience in a similar role
- Proactive, Self-starter
- Strong communication, organizational and task management skills
- Effective interpersonal and problem solving skills
- Ability to interact with a variety of people at different levels
- Immaculate attention to detail and ability to prioritize and multi-task
- Ability to anticipate and troubleshoot potential obstacles proactively
- 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
- Proactive and upbeat attitude and sense of humor
- BA degree is preferred