



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Executive Assistant to Senior Vice President, Marketing, North America & Regional Managing Director, USA & Canada (BBU)
Business Unit / Group Function	ODC
BU Team / Sub-Function	US
Location	New York, NY
Team Leader	SVP, Marketing, North America
Team Members	N/A
Job Level	5
Role Purpose To support his or her assigned executive(s).	
Accountabilities <ul style="list-style-type: none">• Performing advanced administrative assignments• Screening all incoming phone calls for executives and responding accordingly. Reviewing incoming e-mails and replying on executives' behalf when appropriate; recommending appropriate action to executives. Maintaining "to do" list and monitoring status on open matters. Composing memos, letters, and other correspondences. Maintaining calendar and assisting executive in organizing work schedule to help ensure efficiency of time utilization.• Ensuring all travel and expenses are kept to a minimum. Submitting and reconciling time and expense reports.• Scheduling and participating in regular meetings to review open matters; developing action plans to address open items. Planning internal and off-site events as needed.• Managing a variety of projects to help ensure successful timely completion; identifying person(s) responsible for action; helping to ensure quick turnaround and follow-up• Assisting in the preparation of and review of presentations. Maintaining and updating files, records and correspondence• Identifying process efficiencies• Acting as a liaison with executive teams and local/international staff• Providing front desk coverage as needed	