WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	**Executive Assistant**
Business Unit / Group Function	US ODC
BU Team / Sub-Function	Administration
Location	NYO
Team Leader Role	Managing Director, USA
Role Level	5
Team Members	No

Role Purpose

To serve as a trusted partner to assigned executives, providing proactive administrative, operational, and broader organizational support. The Executive Assistant builds strong relationships across the organization, anticipates needs, and drives excellence through exceptional planning, communication, and attention to detail.

Accountabilities

- Provide proactive administrative and operational support, anticipating business needs, managing competing priorities, and ensuring the smooth execution of executive and organizational activities. Perform advanced administrative assignments and project support work as required.
- Manage complex calendars for assigned executives, including scheduling, prioritization, and coordination with internal and external stakeholders for the Managing Director, CCO, SVP Marketing and CFO.
- Plan and coordinate meetings, offsites, and company events, including logistics, venue and catering coordination, materials, and attendee communications.
- Coordinate domestic and international travel arrangements, including flights, accommodations, transportation, itineraries, and travel-related logistics.
- Complete and submit all travel expenses for the executive(s), ensuring that they all follow Group compliance requirements and monthly deadlines.
- Support with the coordination of U.S. Team Briefings and presentation materials.
- Assist in the preparation of and review of presentations to support the executive(s) and executive team where required.
- Support employee engagement, culture, and social activities through the coordination of office events, guest speakers, celebrations, and other community-building initiatives.
- Serve as an office host by fostering a welcoming, professional, and well-organized workplace experience for employees and visitors while supporting facilities-related activities and events.
- Partner cross-functionally to support with process improvements that enhance efficiency and consistency.
- Coordinate travel, accommodations, meeting schedules, and on-site logistics for visiting executives, VIP guests, and other key stakeholders.