



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Executive Assistant to President & Managing Director, USA
Business Unit / Group Function	ODC
BU Team / Sub-Function	US
Location	New York, NY
Team Leader	President & Managing Director, USA
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 assignment's and project support work as required• Managing internal communications creation, flow and efficiency for the US ODC• Planning internal and off-site events as needed for the US ODC in conjunction with the communications function.• Maintaining calendar and assisting executive in organizing work schedule to help ensure efficiency of time utilization• Handling international and domestic travel and meeting arrangements for executive and visiting VIPS• Scheduling and participating in regular meetings to review open matters; taking minutes when required and developing action plans to address open items.• Specific ownership of the US ODC executive team meetings and the arrangement, agenda creation and action taking therein.• Ownership of the monthly US ODC townhall in terms of agenda formulation, content creation and delivery.• Managing a variety of US ODC projects to help ensure successful and timely completion; identifying person(s) responsible for action; helping to ensure quick turnaround and follow-up• Screening all incoming phone calls for executive and responding accordingly• Reviewing incoming e-mails and replying on executive's behalf when appropriate; recommending appropriate action to executive• Composing memos, letters, and other correspondences as required to support the executive team.• Completion and submission of all travel expenses for the executive ensuring that they all follow group compliance requirements.• Maintaining "to do" list and monitoring status on open matters with executive each week• Assisting in the preparation of and review of presentations to support the executive and executive team where required.• Acting as a liaison with executive teams and local/international staff, including third-party suppliers and distributors in all of USA and across the wider WG&S group.• Supporting senior board members of the group when they are present in the USA with any required travel or administrative support.	