



Job Title	Team Assistant- Innovation
Business Unit	Branded Business Unit
Function/Region	Global Marketing
Location	Richmond
Leader	Chin Ru Foo
People Leadership	No
Job Level	5
Role Purpose Support the Innovation Director in a Team Assistant capacity in addition to supporting the team members in administration activities to assist them in keeping up to date and delivering on key projects.	
Accountabilities <ul style="list-style-type: none">• Manage and arrange internal/external events and conferences including venue selection, hotel/meeting room bookings and catering requirements to deliver outstanding brand/meeting experiences.• Coordinate daily diary of appointments/meetings including international and domestic travel, organising catering requirements, preparation of agenda items, following up on action items and taking minutes to ensure the smooth management of the team.• Oversee organisation of all sample stock of brand materials including storage and delivery to ensure their availability for events and relevant UK and international teams.• Monitor budgets, expenses and invoices for all projects to ensure accurate, up to date records are available at all times.	

Skills, Qualifications and Experience

Essential:

- Work experience as a Personal Assistant in a fast-paced environment.
- Proficient at MS office, strong at internal management systems.
- Highly organised, efficient and confident individual with a flexible approach to prioritising and planning.
- Comfortable with ambiguity & short-timescales to maintain a busy workload.
- Excellent communication and engaging skills to positively influence and develop relationships.

Created by:	Chin Ru Foo
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HRBP:	Lucy Moore
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