



<b>Job Title</b>	<b>Team Assistant- Innovation</b>
<b>Business Unit</b>	Branded Business Unit
<b>Function/Region</b>	Global Marketing
<b>Location</b>	Richmond
<b>Leader</b>	Chin Ru Foo
<b>People Leadership</b>	No
<b>Job Level</b>	5
<b>Role Purpose</b>	
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.	
<b>Accountabilities</b>	
<ul style="list-style-type: none"> <li>• Manage and arrange internal/external events and conferences including venue selection, hotel/meeting room bookings and catering requirements to deliver outstanding brand/meeting experiences.</li> <li>• 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.</li> <li>• 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.</li> <li>• Monitor budgets, expenses and invoices for all projects to ensure accurate, up to date records are available at all times.</li> </ul>	

<b>Skills, Qualifications and Experience</b>
<u>Essential:</u>
<ul style="list-style-type: none"> <li>• Work experience as a Personal Assistant in a fast-paced environment.</li> <li>• Proficient at MS office, strong at internal management systems.</li> <li>• Highly organised, efficient and confident individual with a flexible approach to prioritising and planning.</li> <li>• Comfortable with ambiguity &amp; short-timescales to maintain a busy workload.</li> <li>• Excellent communication and engaging skills to positively influence and develop relationships.</li> </ul>

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