

Executive Assistant to the Managing Director

Redmond Harvey Communications is looking for an enthusiastic and dynamic person to join our highly effective team of superheroes.

Based in our Mayfair office, you will be working directly with our founder and MD, Holly Redmond-Harvey, to support all aspects of the Redmond Harvey business. This person will have the opportunity to work across the entire 360 world of marketing and communications. They will support the MD with the day to day running of the company, assist on all client accounts and work across the departments to ensure the smooth running of the communications business and other Redmond Harvey brands.

This person must have a passion for people and is highly personable. Excellent administration and time management skills are essential with super-human attention to detail. They will be a well presented, personable person that can work pro-actively, quickly, and manage multiple projects at one time.

This is an exciting time to join a growing business and to learn quickly in a very dynamic environment. For the right person, this role can quickly grow from EA to department head in a very short space of time.

Role

Title	Executive Assistant
Location	63a South Audley St, Mayfair, W1K 2QS
Salary	£20,000 - £25,000 pa
Start Date	Immediate
Line Manager	Managing Director

Responsibilities

Executive Assistance

- Direct support and day to day contact of the Managing Director.
- Management and prioritisation of workflow across all client accounts
- Proactive inbox and diary management.
- Ability to act on behalf of stakeholder and first point of contact including draft high-quality correspondence and communicating on stakeholder behalf.
- Sending & preparing client meeting, writing up the agenda & minutes.
- Ensuring MD and Redmond Harvey team is prepped and ready for client meetings/client calls.
- Managing team meetings and updating ASANA project management tool
- Management of scheduling, diary conflicts, travel and meetings.
- Support across additional businesses including Redmond Harvey Clothing, TRTN and By Word of Mouth.
- Personal assistance where necessary.

Marketing, Public Relations & Social Media

- Assist with marketing and PR across client accounts.
- Support on website content on behalf of clients and Redmond Harvey. Adding to the news, careers pages, etc.
- Support in the creation of content for articles and blog content for clients and for Redmond Harvey.
- Support producing pitch decks, presentations and design work.
- Management of multiple social media platforms on behalf of clients.
- Update credentials brochure/ case studies.
- Provide timely, accurate and complete reports.
- Management of social media for clients and for Redmond Harvey.

Client Assistance

- Assist with the day-to-day management of client accounts.

- Client facing at all times and available for zoom and in person meetings.
- Ensuring client WIP documents are kept up to date for client meetings.
- Production and circulation of meeting agenda and minutes prior to and within 24hrs after meetings.
- Generating monthly reporting for clients across the business.
- Manage and update company database & researching and contacting new business leads.

Events

- Assisting with the planning, production, and execution of events on behalf of clients and of Redmond Harvey Communications.
- Managing invitations, guest lists and RSVPs to events.
- Attending and supporting the team to manage events.
- Provide timely, accurate and complete event reports for the Events Manager.

The Ideal Candidate

This person has:	Extra brownie points:
Excellent verbal and written communication skills.	Huge drive and ambition - a desire to build something great.
Good interpersonal and listening skills.	Hard working with a positive attitude.
Proficiency in various software, including Microsoft Office, social media platforms.	Pro-active and a go-getter & keeps a cool head under pressure.
Excellent analytical skills and ability to work strategically.	Ability to use indesign and adobe suite.
Well-presented and polite & not afraid to pick up the phone.	Problem solver with a common-sense approach.
Meticulous attention to detail.	On top of current trends and media
High energy and ability to work effectively in a fast-paced environment.	Team player with a professional and friendly attitude.

Redmond Harvey Communications People are:

- Entrepreneurial and passionate.
- Customer-focused.
- Polite and respectful to everyone.
- Proactive and find or be the solution to a problem.
- Team players that get stuck in.
- Take pride in what you do and the quality you deliver.
- Treat people the way you would want to be treated.

We look forward to welcoming you to the team!