

Job Description

Job Title: Executive Assistant, Project Management Office, Accelerate

Job Location: Haywards Heath, UK

Reports to: Tom Millar, NTD Operations Director

Responsible for: N/A

Department: Neglected Tropical Diseases

Job Purpose:

Supporting the NTD Operations Director and Project Directors the post holder will provide day-to-day administrative support. The post holder will be efficient, organised and used to managing a varied workload.

Responsible for the provision of:

- Scheduling meetings and responding to invitations on behalf of the Operations Director and UK-based Project Directors as required.
- Coordinating travel plans including transfer arrangements, liaising with the travel team, restaurants and country offices to ensure efficient overseas travel documents and itineraries
- Completing and submitting expenses for the Operations Director and UK-based Project Directors.
- Providing meeting support ranging from attendee bios to updating presentations.
- Diary management for the Operations Director.
- Ad-hoc administrative duties to support the busy diaries and workloads of Operations Director and UK-based Project Directors as required.

Principal Accountabilities:

- Providing proactive meeting support ranging from booking and setting up meeting rooms to arranging catering and reservations in advance of external meetings.
- Working with travel team to ensure Operations Director and UK-based Project Directors are fully briefed in advance of overseas travels. Ensuring travel documents are prepared.
- Schedule relevant meetings and organise agendas as required.
- Arranging internal and external meetings.
- Complete Operations Director and UK-based Project Director's expenses and submit in a timely manner.
- Taking minutes/notes as required.
- Ad-hoc administrative support as required by the Operations Director.

The principal accountabilities are not an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education and Related Experience):

- Educated to A-level standard or equivalent experience
- Relevant experience in an administrative support role
- Experience of using Microsoft programmes
- Experience of working across cultures

Skills (Special Training or Competence):

- Administration skills
- Highly organised
- Attention to detail
- Ability to handle sensitive information and maintain confidentiality
- Able to prioritise and juggle multiple tasks
- Strong written and oral communication skills
- Time management skills
- An understanding of and commitment to equality of opportunity for disabled people

Core Behaviours:

- Communicating
- Proactive providing support
- Solution focussed
- Planning and organising
- Delivery and implementation

Key Relationships**Internal**

- NTD team
- Country and regional offices and partners

Date as of: February 2019