

Executive Assistant

Right hand to	Chief Executive
Based at	35-39 Old Street, London EC1V 9HX
Holiday	25 days per annum
Salary	circa £30,000 per annum

Introduction

The DBA is the trade association for the UK design industry and is funded by its members. Led by Deborah Dawton (Chief Executive) and supported by the Board of Directors (Chairman – Anthony Simonds-Gooding CBE), the DBA has ambitious plans to continue to grow and develop its offer over the next five years. Our aim is to raise the profile of design's impact in business through schemes like the Design Effectiveness Awards, The National Design Directory and arguable the most unique event in the design industry, DBA's The Edge (<http://www.dbatheedge.com/>). We also aim to raise the professionalism of the industry through the many training courses and events we organise. As a key contributor within the Creative Industries, it is likely our influence in Government will also increase over the next few years.

More background information about today's DBA can be found on our website (www.dba.org.uk).

The DBA office is a warm, homely and yet professional environment. You will immediately become part of a close-knit and social team. Everyone at the DBA enjoys their job, happens to be extremely good at it and always strives to improve their area of the business. Ideas and innovation are always welcome at the DBA!

Overall function

- You will provide crucial administrative and project management support to the CEO, in some cases on matters that could be sensitive in their nature requiring confidentiality. You will be a first-rate written and verbal communicator liaising daily with the DBA management team, chairman, president, board of directors, DBA members, suppliers and external business contacts on behalf of the CEO. Your role will be varied ranging from minute taking and managing email to booking overseas travel and managing a busy diary. Perhaps critically, you will be required to work closely with the CEO on a number of projects as they develop, managing deadlines and making sure that tasks

are completed on time. The key to your success in this role will be your ability to manage your time and that of the CEO's to maximum effect.

Executive Assistant duties will be varied, and will include:

- Extensive email inbox management for yours and that of the CEO
- Planning and organising own work schedule and that of CEO
- Provide high quality confidential support to the CEO
- Co-ordination of monthly reports and papers for board meetings
- Manage the CEO's appointment diary and produce appropriate information and paperwork ahead of time
- Liaise with senior captains of industry, politicians and the board regularly
- Co-ordinate and prioritise incoming and outgoing communications
- Organise the AGM, other meetings, dinners and events including co-ordinating and distributing meeting information to a high professional standard
- Attend and participate in meetings, take minutes, develop and monitor action plans arising from meetings
- Organise all aspects of travel
- Establish and maintain a secure filing system, both physically and computer-based
- Prepare files for the CEO's attention prior to meetings
- Online and telephone research, preparing presentations, shipping materials etc...
- Liaison with DBA auditors, accountant and solicitors
- Maintain personnel files and CEO database contacts
- Attend DBA events if needed (very infrequent evening work required)
- Involvement in other events on an adhoc basis
- Continually improve standards through introducing new ways of working or better office processes
- Other tasks as required

Office management

You will be responsible for the overall smooth running of the office. However, others do assist in nearly all of these areas:

- Manage all incoming calls and visitors to the DBA (open plan office of 8 people)
- Manage the day-to-day running of the office to include ordering supplies, managing relationships with external IT support, suppliers, couriers, bank, bookkeeper, post
- Directly responsible for all office contracts such as franking machine, office lease, stationery suppliers, IT support, cleaning etc...

Person Specification

The ideal candidate for this role is likely to be a career EA educated to degree level and/or hold relevant administrator/pa qualifications and have extensive senior personal assistant experience. You will be expected to use your initiative to design and implement efficient working processes that enable professional standards to be maintained.

Ability to work in an accurate and confidential manner with excellent organisational abilities

Proven track record as an EA with good influencing skills

Ability to pre-empt what is required, prioritise workload and cope under pressure

Computer literacy essential with excellent skills in word processing (60wpm), database management and email. Some MS Excel and MS PowerPoint needed. The DBA is equipped with Apple Macs.

Personal attributes

- Honest, reliable and trustworthy
- Personable, with good social skills and a sense of humour
- Assertive yet diplomatic
- Intelligent and intuitive
- Appetite for understanding new technology
- Excellent telephone manner, accurate, numerate and articulate in use of English language
- Able to manage own time and work and to take initiative when required
- Industrious, resourceful and flexible
- Interest in design industry

Selection process

Please email a 2-page CV and supporting statement outlining how you meet the requirements of this role and person specification. Please also explain what attracts you to this organisation.

Deadline for applications: Friday 12th March 2010.

By email to: deborah.dawton@dba.org.uk