

# Publica

## JOB DESCRIPTION: EXECUTIVE ASSISTANT

### **About Publica**

Publica specialises in strategies and design for public space, urban design and masterplanning. We are based in Clerkenwell Green, London.

### **EA to the Director responsibilities:**

- Overall responsibility for management of the Director's diary and communications, including:
  - One to one sessions 2-3 times per week to discuss diary, and ensuring proactive planning for week ahead (meetings, locations, correspondence, preparation / materials required)
  - Reading emails, prioritising, drafting responses to requests and archiving as appropriate
  - Managing written correspondence – outgoing and incoming
  - Keeping track of actions and to do lists
  - Managing the Director's paperwork and filing, including personal filing
  - Understanding and keeping abreast of domestic commitments
- Oversight and guidance to PA to the Project Team regarding office wide diary and other internal / external project meetings, eg:
  - Leading weekly meeting to discuss requirements for the week and forward planning
  - Keeping the online office diary up to date with all meetings and locations
  - Managing organisation of external and client meetings held at the office; ensuring team are aware of any external meetings, appropriate provisions and materials (if needed) and that the office environment is tidy and organised
  - Diary planning of key internal strategy meetings, annual appraisals etc
- Assist with queries and issues regarding Directors IT equipment, laptop, mobile phone, iPad etc
- Complete Harvest timesheet for Director
- Minute weekly SMT meeting and quarterly strategy meetings, distributing notes and actions to attendees
- Provide overview of deadlines in weekly whole team meeting and SMT weekly meeting
- Building good relationships with clients and client offices and representing organisation
- Research and implement improved systems for core areas of responsibility, including Director's email archive, diary, contacts database and mailing lists

### **Sales and client intelligence:**

- Managing and updating the Publica Contacts Database (online) as well as hard copy (business cards).
- Being first port of call for client intelligence: sharing knowledge with sales, communications and project teams.
- Update the sales funnel weekly for sales meetings, attend and minute meetings, distribute notes and actions to attendees.
- Distribute information and documents and keep appropriate team members informed of progressing sales conversations.
- Prepare materials and hard-copy project reports to send to potential clients.
- Prepare pitch presentations and suggest and prepare appropriate supporting material for Director and other team members to take to sales meetings.
- Monitoring tender portal notifications and alert team to relevant opportunities.
- Coordinating the production of tenders, liaising with potential clients and preparing and uploading documents to tender portals.

**Additional responsibilities:**

- Opening the office, and closing if and when required.
- Answering phone and transferring calls, taking messages if required.
- Helping to maintain a neat and tidy office environment at all times. Ensuring office and meeting areas are clear and organised in advance of external/ client meetings.
- Hospitality – helping to ensure visitors are welcomed and looked after, organising provisions for meetings (food/ drink as required) and clearing away after.
- Booking taxis, couriers, trains etc, making restaurant reservations.
- Help to organise past project reports and ensure they are stored and filed appropriately and tidily.
- Attending internal staff meetings, including weekly team meetings and project meetings as required and minuting if required.
- General tasks as they arise relating to projects, exceptional events or the day-to-day running of the office, as assigned by the Director, Projects Director or Office Manager.

**Salary**

Negotiable, based on experience.

Initial three-month contract, with a view to a permanent position.

**Hours**

Full time, 40 hours per week.

**Applications**

To apply for this position, please send your CV and cover letter to [recruitment@publica.co.uk](mailto:recruitment@publica.co.uk) stating *Executive Assistant application* in the subject line. Your cover letter should state clearly why you are interested in working with Publica, and what you would bring to this role.