**Executive Assistant**

**Role Details**

Job Type: Full-time, Permanent

Salary: £35k - £40k per year

Location: Cambridge, with hybrid options considered

**Purpose of the Role**

We are seeking an organised, efficient and trustworthy Executive Assistant to provide comprehensive administrative support to the executive team. The successful candidate will be responsible for managing a wide range of administrative tasks, ensuring smooth operations, and assisting with important company matters. Reporting to the Managing Director, the Executive Assistant will play a vital role in efficient communication, documentation, and coordination to help drive our mission to transform the nature of business.

**Main Responsibilities**

* Co-ordinate and manage the diary and schedules of the Executive Team with an understanding/awareness of workloads and conflicting priorities
* Provide administrative support and office management services including typing of correspondence and reports and general support to the Executive Team
* Coordinate and organize the wide range of weekly/monthly/quarterly Director meetings ensuring effective communication and support for attendees
* Take accurate minutes for senior meetings to capture key discussions and action items to ensure essential duties and responsibilities are met promptly
* Ensure the timely preparation and distribution of all agendas and supporting papers/documentation for meetings as directed
* Ensure all client meetings are well-prepared for, including printouts and resources
* Organise and arrange for signatures, certified copies of important documents, Companies House certificates and notarised documents as required
* Handle personnel and confidential matters discreetly and professionally
* Provide timely reminders for important deadlines, such as company insurance renewals
* Assist in coordinating travel arrangements and accommodation for the Executive Team as required
* Arrange venues and travel for important meetings
* Manage and organise expense claims and receipts for the board
* Act as a point of contact for the board, maintaining open lines of communication and providing necessary support
* Help compile presentations and reports, ensuring accuracy and professionalism
* Support the Executives in managing inboxes/communication
* Lead internal projects as required, e.g. researching new office space

**Essential attributes and experience**

* Proven experience, ideally five years as an Executive Assistant
* Strong organisational and time-management skills
* Excellent written and verbal communication abilities
* Attention to detail and a high level of accuracy in handling documents
* Proficiency in MS Office suite (Word, Excel, PowerPoint, Outlook, Teams)
* Ability to maintain confidentiality and handle sensitive information with discretion
* Strong interpersonal skills and ability to work effectively with various stakeholders
* Experience of minuting Board and Executive level meeting
* Project management experience
* Experience of supporting individuals in hybrid and fully remote settings
* Flexibility to handle multiple tasks and prioritise effectively in a dynamic environment.
* Collaborative team player capable of building productive working relationships in a culturally and geographically diverse environment

**Desirable attributes and experiences**

* Experience and interest in sustainability and the natural world
* Proven ability to speak and work in French or Spanish
* Experience of working in a global business
* Experience of working in a consultancy/professional services business

**About us**

The Biodiversity Consultancy works with business and finance to integrate nature into sustainability strategy and practice. Since 2006 we have guided clients across sectors and around the world to respond to biodiversity- and nature-related risk and create new ways of working which deliver business value and safeguard our natural environment.

Our team are purpose-driven biodiversity and sustainability experts, trusted by household names, financial institutions, governments, and leading NGOs to deliver strategic guidance and deep technical expertise. From single sites to global systems, we equip our clients with the knowledge, capacity, and tools to create meaningful change and achieve their nature-related goals.

We place a high value on the experience and expertise of our staff and strive to create the conditions for individuals to grow and flourish in a stimulating, collaborative and flexible culture. Personal development is important to us and as such we offer a comprehensive, tailored induction and ongoing in-house and external training opportunities.

At heart we are committed conservationists, who believe we can make more of an impact by working with business. We invest in the environmental leaders of the future through our internship programme and donate 12.5% of our profits to environmental causes chosen by staff. More can be found about our work and our team at [www.thebiodiversityconsultancy.com](http://www.thebiodiversityconsultancy.com).