



Executive Support Officer

Are you:

- An experienced professional within the remits of business support, executive support, office management, etc?
- Proactive, with a keen eye for detail?
- Keen to be involved in an extremely varied role, ranging from executive support, event organisation, internal communications, and more?
- Highly organised with excellent communication skills and attention to detail?

Would you like to:

- Contribute to our dynamic, progressive organisation by supporting the management of our office facilities and company administration?
- Effectively support a dynamic executive team, and work to develop an excellent internal communications platform?
- Contribute to the planning and organisation of fantastic company events?
- Learn and develop knowledge on Data Protection?

...then we would like to hear from you.

Ecctis Limited is the UK national agency for information and expert advice on international qualifications and the global leader in skills assessment and credential evaluation. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries.

We are looking for an Executive Support Officer to join our team, providing high quality executive support to our Executive Team, lead on internal company-wide communications, plan and organise company events, and provide support to our Data Protection Officer. The successful candidate should be able to demonstrate that they are a team player, that can also work proactively and autonomously with minimal supervision.

Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

The role

This role will be reporting to the Head of Corporate Affairs, with a responsibility for the effective support for the Company's Executive Team and supporting the Data Protection Officer. The company recently has become an Employee Ownership Trust, and a key element of the role is to coordinate internal communications relating to ongoing Company activities and benefits.

Administration and Executive Support

- Providing executive support as required to the Executive Team including:
 - Executive Director
 - Head of Corporate Affairs
 - Head of Operations Division
 - Head of Commercial Division
- Organising and maintaining the Executive Team's diaries as required, screening phone calls, enquiries and request, and handling them when appropriate.



- Organising meetings, typing up and distributing agenda and any other correspondence, and attending and taking/distributing minutes as required.
- Organising catering for meetings.
- Meeting and greeting visitors at all levels of seniority.
- Recording and reconciliation of the Executive Team's business expenses on a monthly basis, ensuring they meet the deadline for submission to the Finance Department.

Internal Communications:

- Lead on the development of an internal newsletter, informing staff of general Company progress, new starters, items of general interests.
- Support with the coordination and delivery of Company-wide 'Monthly Stand Up' meetings.
- Play a coordinating role in the creation of other company-wide communications (e.g. relating to our charity work, corporate social responsibility, and HR policies)

Data Protection:

- Providing general support to the Data Protection Officer

Corporate Support

Ad-hoc corporate support to the Head of Corporate Affairs such as:

- Assisting with the organising of various social and corporate events including the staff Christmas Party and the annual Corporate Away Day

Skills & Experience Required

Qualifications

- Educated to RQF Level 3 or equivalent
- An awareness or keen interest in Data Protection

Interpersonal, effectiveness and communication skills

- Excellent interpersonal, verbal and written communication skills
- Excellent organisational and time management skills
- Pro-active, professional approach & a good team player
- High level of attention to detail and the ability to work under pressure and to deadlines, using own initiative
- Working closely and effectively with internal and external personnel where required
- High level of computer literacy (Microsoft Word, Excel and Outlook are essential)
- Highly numerate, with an understanding of financial management.

Office Location: Cheltenham, Gloucestershire, UK

Working Hours: Monday to Friday, 08:30/09:00am to 17:00/17:30pm with an unpaid, 1-hour lunch break.

Salary: £28,000 to £32,000 per annum DOE

Benefits: 25 days annual leave plus bank holidays

Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service)

Life assurance of 3 x basic salary for members of the pension scheme

Bupa Private Health Care Scheme with employee contribution

Employee Assistance Programme



Employee Ownership Trust:

- As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.
- The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
- Eligible employees: Employees must be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email your CV and covering letter to recruitment@ecctis.com