

Job Description

Job Title: Executive Assistant / Facilities Manager

The Company

Situated in the heart of St Albans City Centre, opposite St Albans Abbey in a beautiful grade II listed building, Mack Brooks Exhibitions is a leading international exhibition / trade fair organiser of business to business events. Established in 1965, the company is part of Reed Exhibitions. Reed Exhibitions (RX) is the world's leading events business, enhancing the power of face to face through data and digital tools. Every year we run over 500 events in 30 countries, bringing together over 7 million event participants worldwide. Reed Exhibitions is part of RELX Group.

Mack Brooks has been acquired by Reed Exhibitions in early 2019 and is going through an exciting integration phase. We are changing and implementing new practices, processes and systems. We value our staff and are introducing new development programs. Our office is vibrant, multi-cultural and fun. We love organising shows!

The Position

We are currently looking for candidates for a new combined role of a German speaking Executive Assistant to the Managing Director who will be also responsible for the Facilities Management in our offices.

As the EA you will be providing an administrative support for our MD. In the Facilities Manager part of the role you will be responsible for smooth running of our two offices in St Albans (around 100 staff in total). This will include office administration and HSE issues. You will manage the office administrator / receptionist.

This is a varied and exciting role for someone who enjoys providing administrative support in a busy environment.

Key Responsibilities include:

EA:

- Supporting and assisting the MD
- Preparing written documentation including communications, letters, presentations, reports
- Liaising with key stakeholders: Board members, senior management, internal departments, RX and RELX.
- Complex diary and email management including the scheduling
- Arranging travel - booking complex trips, taking initiative on recommending travel solutions and preparing detailed itineraries
- Organising meetings – schedule and prepare meeting agendas, perform research for meetings and take minutes during meetings where necessary
- Fielding telephone, email inquiries and correspondence
- Solve simple IT problems and contact the IT department where necessary
- Maintain electronic filing system, ensuring processes are up to date
- Manage projects using a methodology – including independent thought and delivery. Follow-up with team members where required
- Maintain a strong working relationship with other relevant departments, including IT, Sales and PR
- Liaise effectively with other staff members on behalf of Managing Director
- Raising Purchase Orders (POs) – taking responsibility for end to end process ensuring payment
- Managing expense claims and company credit cards where requested

Facilities Management:

- Providing cost effective and efficient facilities management services to St Albans offices, including e.g. all aspects of building maintenance, cleaning, office supplies, security
- Create and maintain a standards guideline for effective delivery of facilities services including compliance
- Taking ownership of managing performance of facilities services from service providers

- Ensure an up-to-date set of facilities procedures is in place/adhered to, including relevant H&S and fire safety arrangements
- Managing an office administrator /receptionist, ensuring the team is focused on needs of the customer and deliver a high quality service to the business
- Overseeing co-operation with outsourced facilities contractors (e.g.cleaning and security contracts)
- Raising PO's ensuring accuracy and understanding the implication on the facilities budget
- Contract pricing investigation – compare all facilities contracts in place in terms of value and investigate expenditure in relation to contract and budget
- Dealing with the general insurances renewal (in co-operation with the central RELX team)
- Cover the receptionist break, providing professional, customer focused service during lunch cover and at any other times it is needed

Skills, Knowledge, Experience:

- Fluent German
- Administration / facilities management background
- Experience in a EA / PA role
- Ability to anticipate events/issues. Uses initiative to resolve sudden changes to itineraries etc. Being one step ahead, i.e. problem solver
- Strong multi-tasking and organisational skills, resourceful.
- Discretion and confidentiality
- Excellent communications skills, both written and oral with the ability to communicate effectively at all levels.
- Excellent Microsoft Office Skills: Word, Excel. PowerPoint
- Strong time and project management skills
- Financial understanding of budgets
- Even tempered and easy going. Ability to be flexible to all staff requests.
- Proactive and takes responsibility for own actions
- Well-developed interpersonal skills, coupled with a sense of urgency and ability to prioritise work. The job holder must be a self-starter, highly motivated, practical/methodical in their approach and able to operate at all levels. The holder must be able to operate under pressure and deal with constantly changing priorities appropriately.
- Awareness of Health and Safety regulations

We provide:

- Excellent working hours (35 h/week: Monday - Thursday 8.30am to 4.45pm incl. 1 hr lunch, 8.30am to 4pm on Fridays incl. 1.5 hr lunch)
- 22 days holiday, rising to 25 days after 4 years' service, plus Christmas closure days in addition to the holiday entitlement
- Pension
- Life Insurance
- Income Protection
- Season Ticket Loan
- Gym discount

If you would like to apply, please click the link below:

<https://reedexpo.jobs/job/executive-assistant-facilities-manager>