

JOB DESCRIPTION

Position:	Executive Assistant
Location:	Surbiton - UK
Salary:	Subject to experience
Start Date:	June 25 th
Contract type:	Full-time
Hours:	37.5 hours p/week (including weekends & bank holidays)
Line manager:	Cheryl Brown – Managing Director Le Boat
Ref:	EA-01

With 40 years' experience and the wealth of knowledge this brings, Le Boat are a leading supplier of river and canal holidays, currently operating across 8 countries in Europe with a fleet of circa 900 boats, and NOW OPEN on the Rideau Canal in Ontario, Canada. The business also has a global sales market including the UK and Ireland, Northern and Southern Europe, Canada, South Africa and Asia Pacific.

Please visit our website for more details www.leboat.com

At a glance

This is a fantastic opportunity for an experienced PA to cover a very exciting role **during maternity leave** and provide personal secretarial and administrative support to our Managing Director and members of the Exec Team of Le Boat.

Key Accountabilities & Responsibilities

- Managing and maintain the MD's diary, including updating calendar of monthly meetings and deadlines, ensuring conflicts are effectively managed and the MD is well prepared
- Schedule business meetings and understand the flow and deadlines involved to efficiently organise and plan for the business
- Proactively prepare documents and agendas for meetings, attending where appropriate to take minutes and following up action points
- Liaise with international colleagues to ensure appropriate attendance at Business events/meetings/conferences
- Organisation and attendance of Global or International Conferences (Annual Sales Academy & FAM, Distribution Conference & FAM and Base Managers Conference) plus ad hoc Exec Team trips including an annual cruise.
- Organisation of Le Boat team social events

- Work with Yachts PA to organise whole office events including summer and Christmas parties
- Pre-empt and co-ordinate extensive international and domestic travel schedules, with (sometimes very) complex itineraries, managing time and costs effectively for the Exec Team
- Manage expenses for the MD, Operations Director, Project Director, and Marketing Director
- Send out monthly Ancillary & Agents League reports for the Distribution Director
- Manage all incoming mail/communications ensuring appropriate action taken when required
- Manage Le Boat Global communications and translate where necessary
- Take care of guests visiting any member of the Exec Team
- Liaise with HR for monthly Length of Service awards and gifts (order, follow-up...)
- Any other ad hoc administrative duties

Key Skills, Knowledge, Experience and Competencies

- Work experience in a similar position
- Fluency in English, both oral & written. Fluency in any other language is an asset
- Excellent MS office knowledge
- Excellent organisational and communication skills with a 'can do' attitude
- Good Excellent prioritising sense and time management skills
- Flexibility and problem solving skills
- Ability to work under pressure and tight deadlines
- Willing to travel sometimes up to a third of working time

Applications

Please apply by sending a covering letter and CV to Damien Daugreilh – Recruitment Assistant: damien.daugreilh@leboat.com with the reference **EA-01** mentioned on your application form