

## Team Executive Assistant

### About *Be the Business*

Led by Sir Charlie Mayfield (Chairman) and Chief Executive Tony Danker, *Be the Business* was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

### Role Purpose

The Team Executive Assistant will be responsible for the diary management of the Director of Strategic Partnerships and senior external stakeholders. This will also involve event and logistics support in addition to some CRM data management.

- Salesforce management – keeping the partnerships salesforce system up to date daily with incoming communications, new contacts and meetings.
- Logistics and event support.
- Management of the partnership's inbox including keeping track of incoming communications, linking to salesforce and flagging priority tasks to team members.
- Providing administrative support to the team e.g., mail merging and management of outbound communications, research for specific meetings or events, management of team meeting minutes and agendas.

### What We're Looking For

- Experience of diary management for senior executives – essential
- Experience of liaising with CEO/Chairmen level contacts - essential
- Experience of using Salesforce - highly desirable
- Exceptional attention to detail required.
- Highly organised individual, able to work at pace and manage their own workload.
- Highly collaborative yet autonomous – requirement to work very closely with other members of the team and the CEO's office in order to ensure tasks are clearly allocated and delivered.

### What We Offer You

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission-driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.

Sound interesting? We thought so. So, what are you waiting for?

If you're interested in joining our team at *Be the Business*, please send your details to:  
[careers@bethebusiness.com](mailto:careers@bethebusiness.com)