
Lending Standards Board**Salisbury House****29 Finsbury Circus****London****EC2M 5QQ**

Title: EA to the Chief Executive & Team Assistant**Reporting to:** Corporate services & HR Manager**Based:** Hybrid Working (a requirement to work at least two days a week at the LSB's Head Office, London)**Overview**

The Executive Assistant will support the Chief Executive in a direct working relationship, serving as primary contact for all matters pertaining to the office of the Chief Executive. This will include handling and coordinating various activities from inception to completion, and the individual must be able to work under pressure from time to time, handling sensitive and confidential matters and information, with discretion.

The role also extends office and admin support to the Executive team, and requires the ability to work independently, exercising good judgement and maintaining a good balance across multiple priorities.

The key tasks are detailed below, although as this is a support role this list is not exhaustive.

The role

- Provide EA support to the Chief Executive including diary management, drafting and formatting correspondence, act as gatekeeper, and assist with project management.
- Provide admin support to the Chief Executive and the Chair as necessary.
- Anticipating the needs of the Chief Executive and being proactive in your approach to managing tasks and varied workstreams.
- Sourcing and securing necessary recourses needed for internal and external meetings and coordinating weekly team calls via skype or conference calls with remote workers.
- Assisting with organisation of Board and Committee meetings including the preparation, collation, and distribution of sensitive and confidential Committee documents.
- Support with communication, correspondence, and travel arrangements for LSB Board activities.
- All reception and switchboard duties, including meeting and greeting visitors.

- Event management, including but not limited to: sourcing venues and catering, designing, and sending invites, tracking RSVPs.
- Office support and organisation, including ordering office supplies.
- Supporting the Corporate Services & HR manager with Health and Safety management and compliance.
- Database management and use of MS Excel for project and key contact tracking.
- Routine enquiry management and complex coordination of meeting and travel arrangements.
- Mail merge work for stakeholder correspondence, proofreading documents for formatting, spelling and grammar.
- Assisting with facilities management, i.e. liaising with managing agent and contractors.

Knowledge, skills and experience

Essential

- Minimum 3 years' experience in a similar role.
- Proven capability of managing multiple diaries and a busy workload.
- Able to use initiative and be self-motivated.
- Excellent planning and organisation skills with strong attention to detail.
- Strong verbal and written communication skills
- Comfortable supporting a team at all levels.
- Strong MS Word, Excel, PowerPoint and Outlook skills.

Desirable

- Experience of working in the financial services sector.
- Experience of database management.
- Project management experience
- Office management experience

The individual

- A desire to support an organisation whose aims are to improve consumer protection and raise standards
- A team player willing to contribute enthusiasm, ideas and suggestions and listen to others.
- Proven record of working effectively and effectively organizing a wide range of deliverables.
- The ability to work on a broad range of activities without direct supervision and able to exercise a high level of discretion.
- A keen interest in personal and professional development

How to apply

Please send your CV, along with a cover letter setting out how you meet the person specification, by 5pm on 13 March 2024 to: recruitment@lstdb.org.uk