



X-Forces (XF) CIC
Mountbarrow House
6-20 Elizabeth Street
London
SW1W 9RB

1st November 2017

Job Vacancy – Executive Assistant to the CEO, London and/or Twyford, Berkshire

Company Background

X-Forces is a social enterprise which helps the military and emergency service communities and their family members to start-up new businesses. This is achieved through; ensuring individual beneficiary self-awareness around self-employment, providing start-up business advice, access to seed funding and co-ordinated mentoring with experienced business people.

The company was established in 2012, the programme of work was launched in July 2013. More information can be found on our website www.x-forces.com. The company has two offices; one in Birmingham, the other in London. X-Forces currently employs 14 people.

About the Role

You will be fully supporting our Chief Executive Officer, Ren Kapur MBE, who is primarily based out of our London office close to Victoria Coach Station and her home address in Berkshire. You will be in close working proximity to a variety of our stakeholders and the X-Forces team based in London.

The role will entail:

- Responsibility for running the CEO office.
- CEO Diary management, arranging and co-ordinating meetings and travel arrangements for the London based executive team; including taxis, rail, accommodation and accompanying itineraries.
- Setting up rooms for CEO client meetings, servicing with refreshments, meeting and greeting clients on arrival for meetings.
- Ensuring CEO meeting agendas and joining instructions are communicated for both face-to-face and virtual meetings.
- Organising and booking of off-site events for CEO and other company Directors.
- Supporting the London office administrative and operational team in answering phone calls and responding accordingly, or ensuring messages are taken for the relevant team member and passed on in a timely manner
- Organisation of post – distribution of in-coming and despatch of outgoing on a daily basis – and booking couriers when required.
- Ordering of appropriate office supplies (stationery etc.) and liaising with all general office suppliers (document shredding companies, cleaners, maintenance contractors etc.)
- Preparation and assistance with presentations, letters and reports, including organising the printing and binding of documents (both in-house and with external suppliers)

- Consolidate the monthly functional reports from the executive to prepare monthly board meeting papers.
- Keeping the office tidy and organised and ensuring that it runs smoothly and efficiently.
- Maintaining accurate holiday/sickness/absence charts for all employees and reporting for the CEO.
- Maintaining central files of general office information – e.g. telephone contact lists, subscription passwords – and updating and circulating on a regular basis.
- Assisting others on a temporary basis whenever there is spare capacity, or the needs of the business so require.
- Supporting special projects on an ad-hoc basis when requested. Running errands and completing personal tasks for the CEO.

About the Candidate

The ideal candidate will:

- Have excellent organisational skills.
- Have excellent oral and written communication skills, with a friendly telephone manner.
- Extremely literate in Microsoft Excel, Word and Outlook and able to adapt to using other off-the shelf IT programmes.
- Be pro-active in managing their workload and contributing to the needs of the business.
- Have a positive outlook and will be self-motivated.
- Strong attention to detail.
- Discretion and confidentiality are essential.
- Be able to prioritise work effectively and work to deadline.
- Have suitable secretarial, executive assistant or office assistant experiences and or qualifications
- Some knowledge or experience of military services and some of the organisations and stakeholders in this community is a distinct advantage.

About the terms and condition of employment

The main points of the terms of employment are:

- Annual salary of £24,000 - £28,000 (dependent of experience), plus contributory pension scheme and discretionary annual bonus.
- Working hours are 9am until 5:30pm Monday to Thursday and 9am until 5pm on a Friday. A total of 37 hours a week.
- As EA to the CEO there will be a need to take messages and support the CEO outside of normal working hours.
- Flexible working hours can be considered for the right candidate, that works for the individual, the demands of the business and the CEO.
- 20 days paid holiday per year.
- Up to 5 optional paid volunteer half-days' for work within the military charity sector.

About the application process

Closing date for applications: Friday 17th November 2017. Please send covering letter and CV to jobs@x-forces.com. There will be two interviews: one panel interview and one individual interview.