

**GOODWOOD**

**The Role**

The **Executive Assistant** will be part of the Central Office, working directly with the Chief Executive Officer and Customer Experience Director, supporting the Chief Financial Officer and Events Managing Director and reporting to the Chief Executive Officer (CEO) of the Goodwood Estate.

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| --- | --- | --- | --- |
| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To work in a fast paced office supporting the Chief Executive Officer & Customer Experience Director. Working alongside the EA to the CEO, CFO & Events Managing Director you will manage all aspects of the CEO’s & Customer Experience Director’s day-to-day activities and represent them in all interactions with the internal management team, customers and VIPs. Keeping abreast of all activities and ever-changing priorities through listening, reading and communicating, is crucial to this role.

**Key responsibilities**

* Facilitate the smooth running of the CEO’s & Customer Experience Director’s office by providing full EA support including preparation of documentation using Microsoft Word, PowerPoint and Excel as required.
* Work alongside the EA to the CEO, CFO & Events Managing Director to support each other and coordinate the senior team’s movements & meetings effectively.
* First point of contact for telephone calls and e-mails, responding to queries as appropriate on their behalf.
* Proactively organise the diaries, collect, manage and shape information and organise the preparation of paperwork for meetings, including drafting presentations and reports when required. Ensure they are both always fully prepared for meetings.
* To liaise and work alongside the Leadership Team and their assistants to ensure continuity in their strategy planning for the Estate
* Assist and support projects and activities as required, including, but not limited to Estate Communications & presentations, Internal training programmes & staff reward schemes.
* Take minutes at meetings as required, circulate as appropriate and ensure organisation and accurate filing of the same.
* Attend events and perform other duties and tasks as required, acting as an ambassador for the Goodwood brand. Work as part of the team to meet and greet visitors and VIPs at events.
* Maintain up-to-date knowledge and understanding of the organisation and its aims and objectives.
* Carry out any other duties as may be reasonably expected.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Meticulous attention to detail
* Ability to juggle, prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* A sense of fun!
* High level of integrity, discretion and dependability with passion for high quality work
* Polite, calm, welcoming and enthusiastic disposition
* Ability to connect the dots between multiple activities and interfaces
* Self-managing and able to work alone if necessary
* Excellent communicator

**What do you need to be successful?**

* Proven relevant EA experience in a busy and fast paced environment.
* Experience of dealing with high level interfaces internally and externally, including Board level executives and VIPs.
* Advanced user of Microsoft Office.
* Flexibility to be able to work over weekends and evenings during Goodwood events.