

**GOODWOOD**

**The Role**

The **Executive Assistant** will be part of the Executive Office and report to the **Executive Manager to The Duke of Richmond.**

**About us**

At Goodwood, we celebrate our 300-year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**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 providing the “**world’s leading luxury experience.**”

**Our Values**

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

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| Always be 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 as part of the fast-paced Executive Office supporting The Duke of Richmond. The team manage all aspects of The Duke of Richmond’s day-to-day UK and international activities and represent The Duke of Richmond 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 in the way the team works. The main focus of this role involves assisting The Duke of Richmond’s Executive Manager with diary management, travel planning, post and incoming invitations, preparation for The Duke of Richmond’s ‘new business’ meetings, managing relevant filing, assisting with audio/copy typing, CRM/contact databases and all general office duties.

**Key responsibilities**

**General Administration**

* To manage The Duke of Richmond driver
* To manage temporary executive office staff – typist / drivers
* Assist with The Duke of Richmond’s diary; arranging internal and external meetings, appointments (business and personal), calls, interviews, breakfasts/lunches/dinners, and the necessary transport.
* Assist with The Duke of Richmond’s travel; arranging flights, visas, currency, itineraries, lounges etc. where necessary.
* Liaise closely with The Duke of Richmond’s drivers providing them with monthly and weekly schedules.
* Liaise closely with the Partnership Management and Sponsorship Sales team to ensure The Duke of Richmond is adequately prepared for sales meetings with appropriate briefing notes/presentations where necessary.
* Liaise with other EA’s/PA’s for joint invitations and appointments
* Prepare for The Duke of Richmond’s sales meetings with marketing/sales material as appropriate.
* Assist The Duke of Richmond’s Executive Manager in monitoring all ‘new business’/sales prospects ensuring appropriate correspondence and timely handover to sales team.
* Collate monthly reports from the Directors for The Duke of Richmond’s review.
* Establish rigorous and logical processes to best manage all incoming (via post & email) invitations and outgoing responses from the Office, liaising with the team and other departments as necessary.
* Co-ordinate The Duke of Richmond’s invitations, arranging transport and other necessary logistics
* Maintain and improve where necessary an effective filing and archiving system where relevant.
* Appropriately assist with The Duke of Richmond’s telephone calls, enquiries and requests.
* Support keeping CRM up-to-date at all times.
* Coordinate, track and follow-up actions from meetings and correspondence.
* Assist with audio and copy typing, drafting letters, photocopying, scanning, document preparation, producing briefing papers, reports and presentations as required.
* To reconcile business and personal bank statements as appropriate
* Ensure relevant tasks are added to Wrike (Project Management System) and are kept update and accurate
* Provide support to the Executive Manager and manage the Executive office in their absence to include cover of annual leave (to include monitoring of the Duke’s emails)

**Relationship Management**

* Proactively liaise with clients, suppliers, family and staff members as required and develop positive working relationships with key contacts.
* Work as part of the team to meet and greet visitors, family friends and VIPs at events.
* Attend events and perform other duties and tasks as required, supporting The Duke of Richmond’s office throughout the year, always acting as an ambassador for the Goodwood brand.

**General:**

* Observe complete confidentiality at all times.
* Carry out background research where required and present findings.
* Maintain up-to-date knowledge and understanding of the organisation - its aims and objectives.
* Act as an ambassador for the Goodwood brand at all times; ensure company values are upheld in relation to both external and internal contacts through appropriate behaviour and performance.
* Undertake any other duties as requested in accordance with the scope and responsibilities of the role.

**Qualities you will possess**

* Team player
* Passion for what you do
* Positive and friendly with a “can do” attitude
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself and your role
* Confident to make decisions and stand by them
* Good negotiation and influencing skills
* Excellent communicator
* 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
* Excellent writing skills, grammar & spelling.

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

* Proven relevant administrative and secretarial experience in a busy fast paced environment supporting multiple executives. This could be in a busy corporate environment or a smaller entrepreneurial business, but it must have been fast paced, busy and had ever changing demands and priorities.
* Proven relevant experience in managing multiple email inboxes and diaries.
* Experience in dealing with high level interfaces internally and externally including VIPs and VVIPs.
* Excellent written and typing skills, including letter writing, report writing and presentation of information.
* Excellent PC skills including the use of Microsoft Office, Outlook, Word, Excel, PowerPoint and CRM.
* Must be able to work on weekends, Bank Holidays and evenings in line with the events calendar.