

# Sancroft

London | Washington

## **Executive Assistant & Office Manager**

### **About Sancroft**

Founded in 1997 by former Secretary of State for the Environment, Lord Deben (The Rt Hon. John Gummer), Sancroft is a London and Washington DC based sustainability consultancy. We help some of the world's biggest brands improve their ethical, environmental and social performance. Sancroft's clients include The Coca-Cola Company, Primark, John Lewis and Nestlé.

### **About the role:**

Sancroft is looking for an Executive Assistant and Office Manager to co-ordinate and manage Lord Deben's schedule and oversee the day-to-day organisation of the office, across three floors of a townhouse in Westminster.

The role will be varied but core responsibilities will include:

#### **Diary Management:**

- Ensuring the efficient organisation and provision of the Chairman's diary, the sorting, filtering of and replying to invitations and requests for meetings;
- Liaising with the Chairman's other connected offices;
- Co-ordinating the Chairman's diary with other key staff members' diaries and with family commitments;
- Arranging meetings, telephone and conference calls;
- Making all travel arrangements for the Chairman;
- Carrying out any ad-hoc assistant work for the Chairman for example proof reading articles and taking meeting notes.

#### **Office Co-ordination:**

- Opening and sorting post;
- Greeting guests, organising refreshments when required;
- Overseeing the telephone system, fire alarm system, door entry system;
- Liaising with IT support;
- Overseeing catering matters.

#### **Candidates must:**

- Be highly organised, attentive to detail, hard working and able to work well under pressure;
- Be able to prioritise tasks effectively;
- Have a pleasant telephone manner;
- Be discreet and professional, capable of dealing with very senior executives and their offices;
- Be forward-thinking, able to use initiative;
- Show good judgement and be able to plan ahead.

Start date: To start as soon as possible.

Salary: £25k - £28k p.a. (plus pension contribution) depending on experience

Location: St James's Park, Central London

#### **Cover Letter & CV to be sent to:**

**Sarah Milton**

**office@sancroft.com**

**020 7960 7900**