



EXECUTIVE ASSISTANT

Bounce is a unique brand with two venues situated in Farringdon and Old Street. In a beautifully designed space the venues feature 17 bespoke ping pong tables (one of which was used in the London 2012 Olympic final), an amazing restaurant with a modern European inspired menu, and a stunning full cocktail bar that takes center stage.

Role

To support 2 members of senior management, along with varied administrative duties as part of a busy project management team

The role is key to the success of a newly formed Project Department, which will be responsible for delivering new concepts to market both in the UK and globally, and implementing internal company initiatives. The successful candidate will be exposed to confidential projects and must be used to anticipating the needs of the team. This is a hardworking, fast paced environment – not for the faint hearted!

Duties

- Full PA duties for company CEO
- Diary management for one other member of senior management
- **Being the 'go to' person** within the company Project team
- Scheduling, planning and varied administrative duties for Project team
- Circulating agendas, recording minutes and following up action points
- Making global travel arrangements
- Contributing to concept planning, delivery and execution
- Managing company purchases and project accounts
- Researching and presenting information
- Using project management software to communicate project programmes and work stream timelines

Requirements

- Incredible organisational and forward planning abilities
- Strong interpersonal skills – **skilled at 'up managing'**
- Polished communications skills – both verbal and written
- A proven background in multi-tasking
- Must be a ferocious prioritiser!
- Comfortable in an ever-changing environment – no two days are the same
- Impeccable attention to detail
- Proficient in Microsoft packages

Background

- **At least two years' experience in a Personal Assistant or an Office Manager role**
- Experience of project management tools advantageous