

EXECUTIVE ASSISTANT

Executive Assistant (Part Time) At Asia Television AsiaTelevision.co.uk

We're
HIRING

ASIA TV

CHISWICK MEDIA PARK, LONDON W4 5NG



Duties Include: Ad hoc project work including, but not limited to, the following:

- Gatekeeper and first point of contact for CEO
- Extensive diary management
- Facilitating travel arrangements – including flights, trains, hotels, restaurants and taxis, Managing Expenses
- Handling all calls, Liaising with other assistants/PAs as part of a broader team
- Scheduling appointments and board meetings, both internally and externally
- Inbox management and correspondence, Upkeep of contact database
- Client management, including meeting and greeting, conflicts, contracts and billing
- Administrative tasks including booking meeting rooms and lunches, filing and arranging team events & Minute taking, Occasional event management
- Collation and preparation of presentations, proposals and contracts using Word, Excel and PowerPoint
- Updating and filing corporate documents,
- Overseeing incoming and outgoing post and courier deliveries

ESSENTIAL REQUIREMENTS:

- A degree level qualification would be advantageous but is by no means essential.
- Experience level in the Media/TV industry desirable
- Excellent grasp of the English language
- Competent with Microsoft Word, Excel and PowerPoint & Speed typing

DESIRABLE QUALITIES:

- Team player
- Presentable and smart in appearance
- Excellent ability to prioritise and pre-empt
- Deadline-driven, Proactive and able to work under pressure
- Exceptional organisational skills
- Understanding and respecting the importance of discretion within the role

BENEFITS:

- Competitive salary

For application and more information -Please contact www.asiatelevision.co.uk