

## EA Maternity Cover (approx 9 months)

We are looking for maternity cover for our team EA role starting in May. The role is fast paced and ideal for someone who can hit the ground running and is a scheduling ninja! It is a great opportunity as we offer the 3 day/week role with flexible working both in terms of hours and location and you will be an integral part of our team at a really exciting time for the business.

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### Who would we love to join us?

A reliable and experienced EA with the following attributes and skills:

#### Essential:

Positive energy and able to uphold our values at all times  
Thinks ahead  
Comfortable with high levels of autonomy  
Conscientious with high degree of personal organisation and prioritisation skills  
Proactive & resourceful  
Comfortable working at pace, and working to tight deadlines  
Deal with matters with absolute discretion and important to maintain confidentiality at all times  
Computer literate and experienced on Apple / Mac products  
Excellent communication skills, both verbal and written

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#### Desirable:

Experience working with Xero (and Dext)  
Experience working with international schedules

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#### Experience:

Experience supporting senior staff up to C-Level  
Extensive experience in an EA role  
Experience of small teams & high workloads  
Experience working in professional services  
Experience working from home  
Team player  
Experience working with Apple products, pages, numbers

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#### What to expect from us:

To feel like a valued, integral part of the team  
Personal development support  
Flexible hours and approach to work  
High levels of trust and autonomy

#### Remuneration:

£40,000 pro rata

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