



Role Title: Executive Assistant

Pay: £32-36k per annum, depending upon experience. PIPs pension, bonus scheme, generous holiday allowance and private healthcare.

Contract: Fixed Term Contract (1 year)

Reports to: CEO

Direct reports: None

Location: Black Bull Yard, 24-28 Hatton Wall, London, EC1N8JH. This is a hybrid role with a minimum of 2 days in the office.

How to apply: Please email your CV and a cover letter outlining why you are a great fit for this role, to hello@ukie.org.uk by the 31st of January 2024. Applications without a cover letter will not be accepted.

About Ukie

Ukie is the trade association that represents and supports the UK's thriving video game and interactive entertainment industry. Our small team supports a membership of nearly 700 leading businesses, helping them to create some of the world's most exciting games.

We are seeking a proactive, motivated and organised individual to join the team in the new role to provide EA and governance support. It's an exciting opportunity to learn how a busy and ambitious trade association works.

About you

Ideally, you will bring:

- Experience working as an Executive Assistant, or a similar role.
- Advanced skills in Microsoft Office.
- Excellent communication skills, with the ability to interact effectively with senior stakeholders.
- Experience of supporting hybrid meetings.
- The ability to work quickly and accurately.

Your role will involve:

Governance support to the Board

- Scheduling board meetings
- Liaising with the relevant colleagues to put together the board updates.
- Taking minutes during board meetings.
- Assisting with governance compliance tasks.
- Acting as a point of liaison for the Board on queries relating to governance, meetings etc.

Support to the CEO

- Taking ownership of a complex diary and schedules through gatekeeping and prioritisation.
- Ensuring all internal meetings have an agenda and action points.
- Booking meeting rooms or venues (e.g. restaurants) for appointments.
- booking tickets for events.
- Support on special projects, conduct basic research, and assist with ad hoc tasks as required.

Other responsibilities include

- Travel and accommodation booking.
- Supporting office events coordination.
- Assisting with answering calls.
- 2 days a week at reception to welcome guests.

Hours of Work:

- Monday to Friday – 9.00am to 5.30pm
- Expectation that some evening and weekend work may be required to attend events as the business requires

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.