



PURPLE

LONDON - NEW YORK - LOS ANGELES

Purple PR LTD are currently seeking an Executive Assistant to work in our London office supporting the Executive Directors.

This position is an excellent opportunity for an experienced Executive Assistant to grow and develop their experience in a fast-paced luxury environment. The successful candidate should be pro-active and able to think on their feet with excellent diary and stakeholder management skills as well as a keen interest and passion for fashion.

Key Responsibilities:

- Manage all correspondence on behalf of the Directors. - Sort any incoming post - log, forward, prioritise, respond as appropriate
- Take minutes and coordinate the Senior Management meetings. Ensure all detailed minutes are distributed. Follow-up on actions from meetings
- Sole responsibility of diary management and daily logistics for executives
- Build strong relationships with key industry stakeholders, internally and externally
- Ensure the Directors are fully prepped for all meetings - preparing agendas, along with facts and statistics to ensure a clear overview is gained
- Awareness of team and business critical deadlines, liaising with the Assistants and Directors' teams to ensure these are met in a timely manner. Ensure preparation time is mapped out with the Senior team to ensure the process is smooth and seamless
- Strong communication skills in gaining business meetings, pitches and presentations with high profile contacts
- Greeting guests and taking care of their needs whilst in the Purple office.
- Setting up meeting rooms ensuring appropriate equipment is available. – expert in communication technology
- Keeping track and diarising team members approved holidays and absences.

- Organise team events, inductions, group meetings and training sessions; liaising with external and internal departments to ensure location and space is appropriate along with correct equipment
- Maintain and manage filing systems and update records as required
- Complete complex international multi exchange rate expenses efficiently while working to tight deadlines.
- Responsibility for all travel (including car services) and accommodation arrangements for both Directors making sure this is in line with seasonal budget
- Flexibility for occasional out of hours availability is required, particularly when the Director is travelling for business
- Perform ad hoc and personal tasks as required
- Work collaboratively with the other Personal and Executive Assistants
- Cover annual leave for the PA / EA team when necessary
- Assisting with internal and external events
- Work alongside Facilities to map out seat plans and office space management for the Director's teams

Skills and Experience:

- Experience of supporting at Executive Director level in a fast-paced environment (essential)
- Advanced MS office skills, particularly Power point, Excel and Word.
- Discreet, professional and well spoken
- Very strong communication skills, both verbal & written
- Numerate, digitally savvy
- Highly commercially aware, with a love of the luxury fashion industry
- Articulate with excellent writing skills
- Exceptionally organised and efficient, with a good dose of common sense and initiative.
- Great sense of humour, personal style and attitude
- A calm demeanour and able to react positively during stressful times

- Proven ability to work efficiently and proactively
- Confident character to liaise with senior people both internally and externally
- Excellent eye for detail Reports to: Managing Director and Global Director of Marketing and Communications

Please send your CV and a supporting cover note explaining why you are suitable and interested in this opportunity to careers@purplepr.com. Applicants must be eligible to live and work in the UK.