

# Executive Assistant

**Employer:** East West Railway Company

**Location:** Milton Keynes

**Basis:** Permanent

**Role Summary:** Preparing financial statements, reports, memos, invoices letters, and other documents. Answering phones and routing calls to the correct person or taking messages. Handling basic bookkeeping tasks. Filing and retrieving corporate records, documents, and reports.

**Team dimensions:** Reporting directly to one of the company Directors

## A little bit about us:

East West Rail is a new direct connection, linking communities between Oxford and Cambridge, including Bicester, Milton Keynes and Bedford by rail.

Oxford, Cambridge and the communities in between are renowned for their vibrant economy, educational excellence and scientific innovation. They deliver growth and prosperity both locally and for the whole country; connecting these two cities and the communities in between is crucial to the social and economic future of the region.

East West Railway Company was set up to accelerate the delivery of the East West Rail infrastructure and passenger services, bringing faster journey times and easing pressure on local roads.

We were set up by the Secretary of State for Transport in 2017 to do things differently. We aim to innovate, positively disrupt, and challenge the status-quo, leading to quicker and more cost-effective project delivery, and an improved experience for passengers and the communities we serve.

As we build our team, we're looking for people with the right skills and mindset so that we can innovate, positively disrupt and set new industry standards. Whether you've been working on

some of the world's most exciting rail and infrastructure projects or can inspire us with your ideas and expertise from other sectors, we want to hear from you.

## Responsibilities and accountabilities

As Executive Assistant you will be:

- Managing extremely busy diaries for the Leadership Team and admin assistance to their departments where needed
- Organising, attending meetings and taking notes or actions
- Ensuring the executive is well prepared for all meetings/events and individual support as required relating to each executive
- Booking and arranging meeting rooms, transport and accommodation, organising venues, events and conferences
- reminding the Executive of important tasks and deadlines
- Dealing with telephone, email and verbal requests
- Provide first class customer service to internal and external customers, stakeholders and contacts
- liaising with staff, suppliers and clients
- producing documents, briefing papers, reports and presentations
- Act as a role model for EWR Co.'s vision and values, behaving in ways that are aligned with EWR Co.'s Ways of Working
- Promote diversity in the workplace and adopt appropriate behaviour when interacting with colleagues
- Other tasks as required

## Team dimensions

- You will be reporting directly to one of the company's Directors.
- Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required
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## Experience and skills

Your skills and experience will include:

- 15-20 years' proven experience as a Team Assistant/EA
- Warm and friendly personality, accommodating and happy to help
- Confidentiality essential
- Conscientious, enthusiastic, accurate and detail oriented
- Strong interpersonal skills with the ability to communicate effectively
- Exceptional communication and strong organisational skills
- Superior organisation skills and dedication to completing projects in a timely manner
- Ability to prioritise and manage own workload
- Ability to work effectively with all levels of the organisation and a team player able to work collaboratively

## What we offer:

- Competitive base salary
- Up to 20% bonus based on individual and company performance
- Up to 12% employer's pension contribution
- 33 days holiday a year (including bank holidays) + up to 5 days to buy
- Life insurance
- Employee Assistance Programme
- Perks platform with hundreds of discounts and freebies
- On-the-spot and annual awards
- Advanced learning and development programmes
- Great work-life balance and flexible working opportunities
- Enhanced family-friendly policies
- Exceptional IT tools

## Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: **[recruitment@eastwestrail.co.uk](mailto:recruitment@eastwestrail.co.uk)**