

Executive Assistant to Leadership Team

Employer:	East West Railway Company
Location:	London initially, then based in the Oxford-Cambridge corridor
Basis:	Permanent
Role Summary:	Unique opportunity to support the development of a nationally significant infrastructure project currently in its initial stages through supporting the development and implementation of the human resources strategy and processes in this new organisation, as well as broader business strategy, planning and performance processes.

Would you like to be at the forefront of the changing landscape of the rail industry?

A little bit about us:

East West Rail is a proposed new rail link between Oxford, Milton Keynes, Bedford, Cambridge and potentially beyond. As part of the wider plans for this strategically important corridor, it is one of the most high profile infrastructure projects in the UK today. The new railway will improve local connectivity and serve as a catalyst for economic development and the creation of new housing, as well as significantly reducing existing journey times.

Key accountabilities:

- Acting as a first point of contact: dealing with correspondence and phone calls
- Meeting and greeting visitors at all levels of seniority
- Booking and arranging travel, transport and accommodation
- Organising events and conferences
- Reminding the manager/executive of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems

- Liaising with staff, suppliers and clients
- Collating and filing expenses
- Miscellaneous tasks to support their manager, which will vary according to the sector and to the manager's remit, e.g. completing some corporate governance reporting (to ensure that the business is being run properly and complying with legislation and regulations) or conducting.

Day to day you'll:

- Lead project teams and / or complex railway projects GRIP Stage 5-8
- Lead project teams and / or complex change projects through whole life cycle
- Develop and implement management plans for the project life cycle
- Facilitate and chair project review meetings with Network Rail and suppliers
- Develop a clear understanding of the project baseline to effectively identify and administer project change
- Manage the risks, Issues and changes on the project
- Monitor progress against plan and holding suppliers to account
- Manage the project budget
- Maintain project and stakeholder communications

You should apply if you have:

As Administrative Assistant for the East West Rail scheme, you will be bright, have a flexible and adaptable approach whilst being reliable, with experience in administration.

Your skills and experience will include:

- Detail oriented and comfortable working in a fast-paced office environment
- Exceptional communication skills
- Superior organization skills and dedication to completing projects in a timely manner
- Strong organisational skills
- Excellent communication and presentation skills
- 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
- Strong interpersonal skills with the ability to communicate effectively to a range of people

Education and Qualifications:

- Relevant degree qualifications and or equivalent

You will need to have the right to work in the UK.

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**