**Executive Assistant (EA) - Onshore Role**

**Job Title:**

Executive Assistant

**Location:**

London, UK

**Job Summary:**

We are seeking a highly organised and proactive Executive Assistant (EA) to provide comprehensive support to 5 C-suite executives. The ideal candidate will be adept at managing multiple priorities, maintaining confidentiality, and ensuring the smooth operation of the executives' daily activities. This role requires a proactive individual with excellent communication skills and the ability to handle multiple priorities.

**Key Responsibilities:**

**Diary and Meeting Management:**

* Manage and coordinate internal and external meetings for executives. This includes scheduling meetings, sending out invitations, and ensuring that all necessary participants are informed and available.
* Organise meeting agendas and prepare necessary documents and presentations. Ensure that all materials are ready and distributed in advance of meetings.
* Regularly review and update executives' calendars. Conduct weekly check-ins with executives to review their schedules and make any necessary adjustments.
* Handle last-minute changes and urgent meeting requests. Be flexible and responsive to changes in schedules and priorities, ensuring that executives' time is managed effectively.

**Client/Stakeholder Liaison:**

* Act as the primary point of contact for clients and stakeholders. Build and maintain strong relationships with key clients and stakeholders, ensuring that their needs and concerns are addressed promptly and professionally.
* Coordinate and facilitate client and stakeholder meetings. Arrange and manage meetings with clients and stakeholders, ensuring that all logistics are handled smoothly.
* Communicate effectively on behalf of executives. Represent executives in communications with clients and stakeholders, ensuring that messages are conveyed clearly and accurately.
* Maintain up-to-date contact information. Ensure that contact information for clients and stakeholders is accurate and readily accessible.

**General Administrative Duties:**

* Maintain EA team files and guidebook. Cover for EA team members and their executives during leave or sickness. Conduct weekly/bi-weekly executive check-ins and catch-ups.

**Qualifications:**

* Proven experience as an Executive Assistant or in a similar role, preferably supporting C-suite executives.
* Excellent organisational and time-management skills.
* Strong written and verbal communication skills.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Ability to handle sensitive information with discretion and maintain confidentiality.
* Strong team player as you will be an integral part of the onshore EA team.
* Adaptable and up for anything, as the organisation is going through a significant amount of change.
* Strong interpersonal skills and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.

**Preferred Qualifications:**

* Bachelor's degree in Business Administration or a related field.
* Experience in a fast-paced, high-pressure environment.

**Working Conditions:**

* Full-time position based in our London office.
* Hybrid working arrangement with 2-3 days a week in the office.

**Company Culture:**

At NTT DATA, we pride ourselves on fostering a positive and inclusive company culture. Our values, policies, attitudes, structures, and beliefs are designed to create a supportive and engaging work environment. We believe in the power of intentional community building and strive to adapt our culture to meet the evolving needs of our employees. Our commitment to diversity, inclusion, and employee engagement is reflected in our various initiatives and programmes, such as the Culture and Employee Experience team and the BeAmbassador programme. We encourage collaboration, innovation, and continuous learning, ensuring that every employee feels valued and heard.

If you are a proactive and detail-oriented individual with a passion for providing top-notch executive support, we encourage you to apply for this exciting opportunity. Join our team and contribute to the success of our leadership team!