**Job Title:**  **Executive Assistant, MPG**

**Department:**  **Motion Picture Group, UK**

**Reports to:**  **Head of MPG, UK and Head of UK of Acquisitions & Co-Productions**

**Location:**  **London, UK**

**Role Overview:** A leading global entertainment company with a strong and diversified presence in audio-visual entertainment is seeking a highly organised, proactive, and adaptable Executive Assistant to provide comprehensive support to two senior executives. This role requires exceptional multitasking capabilities, a keen eye for detail, and the ability to thrive in a fast-paced, dynamic environment. The ideal candidate will be flexible, resourceful, and calm under pressure, with excellent organisational, prioritisation, and decision-making skills. Significant experience managing highly changeable calendars with tact and diplomacy is essential, along with the ability to handle highly confidential material sensitively. Acting as a trusted gatekeeper, the successful candidate will manage the executives’ schedules, communications, and operational needs while building strong relationships across the organisation and with external stakeholders. A passion for film and television is desirable but not essential.

**Key Responsibilities:**

* **Primary Liaison:** Act as the first point of contact for internal and external stakeholders, ensuring effective communication and prioritisation.
* **Diary Management:** Maintain and coordinate complex calendars, including scheduling appointments, video conferences, and meetings across multiple time zones.
* **Conference Calls & Meetings:** Arrange and manage logistics for conference calls, client meetings, and internal team discussions.
* **Documentation:** Prepare meeting agendas, print out and organise meeting documents as required, and keep the acquisition submissions tracker up to date.
* **Correspondence:** Draft and prepare correspondence, acknowledge receipt of emails, track and manage action items, and ensure reports and submissions are accurate and timely.
* **Expense Management:** Prepare, track, and submit accurate expense reports for both executives in a timely manner.
* **Market Coordination:** Assist in planning and organising film markets, ensuring seamless execution of schedules and materials.
* **Travel Coordination:** Arrange comprehensive travel itineraries, including flights, trains, accommodation, restaurants, and transportation, ensuring efficiency and comfort.
* **Presentation Preparation:** Collate and create professional presentations, proposals, and contracts using Microsoft Office tools (Word, Excel, PowerPoint).
* **Event Management:** Provide occasional support for internal and external events, from planning to execution.
* **Client Interaction:** Meet and greet clients, ensuring a welcoming and professional experience.
* **Ad Hoc Projects & Requests:** Support special projects and initiatives as needed, demonstrating flexibility and initiative.

**Key Skills & Attributes:**

* **Proven Experience:** Demonstrable experience in a similar executive support role, ideally within a fast-paced or high-pressure environment.
* **Organisational Excellence:** Exceptional organisational and time management skills, with the ability to prioritise and juggle multiple tasks effectively.
* **Interpersonal Skills:** Strong relationship-building skills and the ability to interact confidently with individuals at all levels, both internally and externally.
* **Adaptability:** Capable of reacting swiftly to changing priorities and objectives, maintaining focus and efficiency.
* **Communication:** Outstanding verbal and written communication skills, with meticulous attention to detail.
* **Problem-Solving:** Proactive approach to identifying and addressing challenges, ensuring seamless support.
* **Resilience:** Ability to work effectively under pressure while maintaining a calm and positive demeanour
* **Technical Proficiency:** Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
* **Interest in Film & TV:** A genuine interest in the entertainment industry is an advantage.

Why Join Us? This role offers the opportunity to work at the heart of an exciting and creative industry, supporting senior leaders who value excellence and collaboration. If you thrive in a challenging yet rewarding environment and are passionate about delivering outstanding executive support, we would love to hear from you.

***Our objective is to source candidates who are able demonstrate our global values:***

* *Resourcefulness – We redefine what is possible.*
* *Innovation – We challenge the status quo in order to foster bold thinking and outcomes.*
* *Collaboration – We connect people and ideas to ensure all voices are heard.*
* *Inclusiveness – We pursue and embrace diverse talent and perspectives.*
* *Empowerment – We equip and entrust our people to cultivate growth and advance our mission.*
* *Integrity – We respect all individuals and honour our commitments to one another.*