



Executive Assistant in Executive Search

London

About Odgers Berndtson

Odgers Berndtson is one of the world's largest Global Executive Search firms. Our reputation for excellence and integrity has been established over 50 years and we are a company driven by our clients, not outside shareholders.

The aim of our organisation is to act as trusted advisors to our clients and candidates and to engage the very best talent for the most influential roles across a wide variety of industries. The service we deliver is creative, insightful and most importantly, in partnership; whilst being a global organisation, we pride ourselves on maintaining personable relationships.

At Odgers Berndtson, you will find a meritocratic, collegiate environment where you can expect to find support, training and career development. In return, we expect your commitment, self-motivation and the ability to drive your own career.

We operate out of a prestigious City of London head office, with regional offices around the UK and 58 offices worldwide, across 29 countries. We have over 250 partners specialising in over 50 sectors and have over 50 years' experience. For full details of our organisation please visit www.odgersberndtson.com

About the role

An Executive Search EA is a complex external facing position that requires a balance between being a key point of contact between senior executives, candidates, clients, internal stakeholders and managing a heavy administration workload. You will be the driver of the search timeline, ensuring that key deliverables are achieved at each stage as well as the more traditional aspects of a EA role such as proactively managing your Executive's diary and inbox, assuring their time is utilised efficiently. This is a structured role and would suit a structured person; however the alternative aspect of the role is dealing with people, so you also need to be able to manage constant change and reprioritisation.

About the role

Our Executive Assistants are the front face of our organisation and the heart of our customer service experience for our clients and candidates. This is a complex external facing position that requires superb organisational skills, intellect and high levels of EQ. Our Executive Assistants are crucial to our success; we always strive to be the best at what we do, and therefore we need the best from you.

- 1:1 or 1:2 basis dependant on the role
- Lead the project coordination and delivery of the search assignments
 - Manage the search timelines ensuring deadlines are met, action points are responded to and all necessary documentation is completed
- Full EA support
 - Complex, demanding and ever changing diary management
- Stakeholder Management; develop robust working relationships with all internal and external stakeholders, both yours and those of your fee earner and the Practice
- Written work
 - Preparation of candidate reports and other materials
 - Preparation of presentations and pitch documentation including research packs and preparing marketing materials (Powerpoint essential, InDesign advantageous)
- Business Development
 - Organising events; lunches, corporate hospitality

- Responding to potential new business enquiries as the first point of contact, ensuring enquiries are handled in a swift and professional manner
- Maintaining client relationships and scheduling business development meetings for the practice with current and prospective clients
- Other admin duties include (but not limited to) travel, expenses, invoicing, filing and administrative tasks

About you

You will be an experienced EA with multiple stakeholder management experience, on behalf of your executive, or some complex client/external facing aspect to your position. Experience in a professional services environment is essential and Executive Search experience is advantageous.

- Prioritise, be proactive, think ahead, anticipate problems and provide solutions
- Confident making nuanced judgements, prioritising time and effort
- Innate sense of urgency in everything you do
- Acute attention to detail ensuring work is produced accurately and of the highest possible standard
- Excellent time management skills; able to manage conflicting priorities and unforeseen change
- Thrive in a fast pace environment; have high levels of energy, tenacity and focus
- Intuitive; able to assess a situation and take initiative but also not be afraid to ask for help when required
- Completer Finisher; always follow up and be accountable
- Advanced knowledge of the MS Office suite, in particular Outlook, Word, PowerPoint and to a lesser degree Excel. Experience with databases preferred
- Possess integrity and able to be discreet, trustworthy and completely reliable

What's on offer?

A highly competitive base salary is supplemented by a benefits package and discretionary bonus

- 25 days Annual leave + 3 gift days for the Christmas closure + bank holidays
- Private Medical Insurance with Bupa and cash plan with Simply Health
- Group Company Pension
- Season Ticket Loan
- Give As You Earn
- Group Income Protection
- Group Life Assurance
- Employee Assistance Programme
- Charity Day
- Gym discounts

Other informal benefits

- Exceptional offices in the heart of the City of London
- Buddy Schemes
- EA community forum
- On-boarding, induction training and ongoing professional development
- Bicycle storage and showers on each floor
- Various sporting and social events run by our CSR team
- Peer to Peer learning sessions

Applications

Application by way of CV to careers@odgersberndtson.com

Odgers Berndtson is committed to continually improving the diversity of our workforce through the attraction, retention and development of a diverse range of talented people. We want people to be comfortable bringing their whole self to work and recognise that inclusion brings further opportunities for innovation and creativity.