

**Job Title:**

Executive Assistant to the Chief Executive Officer & Managing Director

Job Location

Bowcliffe Hall, Bramham, Wetherby with extensive travel throughout the UK and internationally.

The Role:

An independent, dynamic and pivotal position within Yorkshire's fastest Growing company, working alongside an entrepreneurial CEO and a fast-paced MD, enabling world class opportunities across the Private sector. You will represent the family office for corporate, political, and personal affairs, developing and enabling a long-term family charter. This is a once in a career opportunity, and for the right person, it will be life changing.

Key Responsibilities:**Corporate:**

- Undertake tasks on behalf of the CEO and MD to enable them to concentrate on strategic matters.
- Involvement with new business ventures, meeting preparation and detailed administration.
- Management of corporate activities, eg taking minutes/producing action points, diary management, compiling presentations and reports, printing, filing and expenses.
- To provide support in all areas to the CEO & MD, liaising with various internal and external stakeholders on behalf of the Directors.
- Research and book international and domestic business travel and accommodation on behalf of the CEO and MD including the input of API and online check-in.

Private:

- To manage the smooth running of the Turner Family Office including involvement in their charitable foundation.
- Co-ordination of financial information relating to Bayford and personal private equity investments, tax returns, IHT planning, pensions, properties, probate and Trusts that are associated with a HNW individual including reporting as appropriate.
- Managing a substantial collection of classic cars including record keeping, insurance cover and annual renewal, vehicle location, V5Cs, vehicle tax, SORN and MOTs to ensure that each car is 'legal'. Also includes involvement with any sale or purchase of individual vehicles and matters associated with international car rallies.
- Arranging all aspects of travel including Turner family holidays.

The Person:

- An independent thinker who can take initiative, willing and able to work alone, absorb pressure, unequivocally trustworthy and highly confidential.
- Commercially astute, able to demonstrate exceptional IT skills including Excel, Word and PowerPoint.
- A proven track record of performing a similar senior role, consistently demonstrating an ability to work on their own initiative.
- Motivated by a sense of achievement/meeting deadlines/favourable negotiations/identifying and correcting anomalies.
- Be of a tenacious, resilient, and a determined character to fulfil goals despite encountering difficulties along the way, able to pivot to ever changing priorities and opportunities.
- Display effective communication skills and able to exchange information with clarity, empathy, and understanding (both verbally and in written format). Building professional and resilient relationships with all stakeholders.
- You'll be an agile team player taking responsibility where required and acting as an ambassador personally and professionally.

Benefits

- Salary: dependent upon experience
- Employer pension contribution equal to 4% basic salary.
- 21 days + statutory holidays off each year
- Birthday off after 1 years' completed service
- Charity day off each year and team volunteering opportunities
- Health Cash Plan
- Cycle to Work
- On site gym access
- Bowcliffe Hospitality discounts
- Death in Service 4x salary
- Private Medical

To apply:

If you think this is the job for you, send a two-minute VT introducing yourself, your key attributes and why you would be the best candidate for the opportunity. In addition, please send your CV and a covering letter via email to Kathryn Meredith, HR Manager, explaining the benefits that you would bring to the Bayford Group. Email address: kmcleod@bayford.co.uk