

# Executive Assistant

Hours: Full Time

Job Type: Permanent

Location: Osney Mead House, Osney Mead. Oxford OX2 0FA

## Who we are

CoreFiling is an organisation focused on engineering excellence. Our company develops market-leading software and provides subject matter expertise in professional services and delivery capabilities. We are experiencing significant growth through legislative changes to regulatory reporting around the world and are currently looking for exceptional candidates across multiple divisions to ensure we continue to meet our client's business reporting requirements.

## The Role:

To provide high quality administrative assistance to the VP of Sales, Alliances and to support administrative and sales operations

## Main Duties:

- Maintain diary, arrange meetings and appointments (complex diary management with international clients)
- Organise itineraries, travel, visas and accommodation for business trips
- Dealing with incoming email and post, corresponding on behalf of the executive when required
- Meeting and greeting visitors at all levels of seniority
- Acting as the point of contact between the executive and internal/external clients
- Timely submission of expense claims
- Managing social media and marketing activities, including email campaigns and event planning
- Organising office events, including team drinks and annual festivities
- Arranging staff refreshment supplies
- Ownership of a select portfolio of renewal and partnership reseller accounts
- Produce and send out quotation letters, prices and other correspondence ensuring the renewals, approvals and invoice payment is delivered to the business timescales
- Management of contracts of the select portfolio to managing clients queries, including with existing contracts, under the direction of the Sales Operations manager
- Lead administration as agreed with the Sales Operations Manager
- Data entry across our CRM and internal contracts system to ensure records are correct and up to date, well organised and retrievable manner
- To provide excellent customer service
- Ad hoc administrative sales operational duties

## Essential Skills

The holder of the role must:

- Be a strong team player with a high level of dedication and able to work closely with the Sales team and other colleagues
- Have excellent knowledge of MS Office and capable of learning the use of standard administrative software. Experience of SalesForce is an advantage
- Have planning and time management skills including an ability to multitask, prioritise daily workload, and conflicting responsibilities
- Demonstrate discretion and confidentiality
- Experience in scheduling meetings across different time zones
- Recent and relevant Sales and Sales Operations Administration experience
- Contract administration would be highly desirable
- Commercial awareness and an understanding of Sales targets and deadlines
- Exceptional attention to detail and accuracy
- Highly articulate, with the ability to effectively communicate across all levels,
- Strong organisational skills
- A can-do attitude, fast learner and self-developer in a fast-paced environment.
- Excellent written and spoken communication skills, good telephone manner
- Good interpersonal skills, including tact
- Flexibility and a willingness to undertake varied responsibilities aligned to the business requirements
- Displays high standards of professionalism

This job description is not restrictive or definitive in any way and should be regarded only as guidance to the duties required and may be amended in the light of changing circumstances following consultation with the post holder.

As the EA/Administrator, you will be responsible for providing support to the VP and assisting across a number of functions held under the management of the Sales Operations Manager. These areas include but not limited to: the renewals sales, partner reseller sales, contracts management process, CRM management, leads management and sales operational reporting.

The role is busy and varied, and every day can be different, so the ability to prioritise workloads and think on your feet is essential. The role is hands-on and involves all aspects of Sales support and executive administration.