



Executive Assistant Job Description and Specification

January 2013

Title: Executive Assistant to the Director

Reports to: Director

Based at: AnimalWelfareAndTrade office, London.

Job purpose: Support the work of the AnimalWelfareAndTrade Director in relation to the company's activities and specific contracts. Support Animals' Angels in the development of the 8hours campaign and other activities as required by the AnimalWelfareAndTrade Director.

Key responsibilities and accountabilities:

- General clerical duties
- Answer, screen and transfer phone calls
- Receive and direct visitors
- Maintain filing systems
- Handle requests for information and data
- Resolve administrative problems and inquiries
- Prepare written responses to enquiries
- Manage and prepare correspondence, reports, drafts, memos and emails as directed
- Schedule and coordinate meetings, appointments
- Manage travel arrangements for managers
- Prepare meeting agendas and schedules
- Record, compile, transcribe and distribute minutes of meetings
- Open, sort and distribute incoming mail
- Maintain office supplies
- Provide administrative and communications support for Animals' Angels
- Update the AnimalWelfareAndTrade website, the 8hours website or other websites that are either owned by AnimalWelfareAndTrade or Animals' Angels, or are part of AnimalWelfareAndTrade contracted work
- Carry out other tasks as required by the Directors of AnimalWelfareAndTrade or Animals' Angels



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Type of contract: Full-time employment. Probation period: 6 months, with first appraisal at the end of the third month.

Salary: £20k pa. or more depending on experience. No relocation costs will be paid.

Person specification

Education and Experience

- Languages: English and German essential; Italian and Spanish desirable
- Experience of/Involvement in animal welfare work
- Computer skills and knowledge of relevant software
- Knowledge of operation of office equipment.
- Knowledge of clerical and administrative procedures
- Knowledge of principles and practices of office management

Key Competencies

- Communication skills - written and verbal
- Planning and organising
- Prioritising and assessment skills
- Problem-solving skills
- Attention to detail and accuracy
- Flexibility and adaptability
- Customer service skills
- Both teamwork and the ability to work on own initiative
- Ability to travel when necessary

Other requirements

- The AnimalWelfareAndTrade office is a vegetarian environment. No meat or fish products are consumed, stored or served on the premises.

Applications and CVs should be sent by email to

contact@animalwelfareandtrade.com or by post to AnimalWelfareAndTrade - PO Box 64800 - London N1P 1QH - UK