



Executive Assistant to Managing Partner

Job spec

- **Title:** Executive Assistant to Managing Partner
- **Location:** Central London, W1
- **Salary:** Negotiable
- **Closing date for application:** Recruiting in January, immediate applications welcome
- **Job Function:** Administration
- **Job Level:** 2 years' experience
- **Hours:** Full Time
- **Contract:** Permanent
- **Education Level:** A-levels minimum

Description

Flint is looking for an adaptable, efficient, confident and bright individual to support one of the Managing Partners in administrative and wider office support duties.

Who are we and why join us?

Flint provides advice to business and other organisations, drawing on our extraordinary blend of international expertise and experience.

We advise clients across sectors on policy, politics and regulation. We work at the point where government and business meet, offering an authoritative perspective on both. In the fast-moving world of policy and regulation, we help businesses navigate complexity and achieve results.

We are a forward-thinking and entrepreneurial firm. We actively support our staff and believe in clear and open communication. Our flat management structures foster original thinking and discussion. We encourage our staff to pursue opportunities and take responsibility for their work and decisions.

Flint's headquarters are in London, and we have a strong presence across Europe, including Brussels, Berlin, Paris, Warsaw and Copenhagen. For more information, please head to: www.flint-global.com

What are we looking for?

We are looking for a bright and energetic person to work closely in support of one of the Managing Partners. The primary responsibility of this role will be extensive diary management, preparing meetings, organising international travel itineraries, and liaising directly with clients at a senior level, as well as occasional research tasks.



Additional responsibilities will include providing administrative support to Flint's other partners, preparing and minuting meetings, acting as the first point of contact for visitors, dealing with expenses and playing a role in the general smooth running of our office and operations. The successful candidate will be flexible and willing to play a wider role within the team.

With a very impressive client base, the business is *fast-growing* and *ambitious*.

Flint is an equal opportunities employer. We offer competitive salaries, bonus schemes, medical insurance and the opportunity build a stake in this new business.

The ideal candidate will have:

- Exceptional organisational skills and an eye for detail
- 2 years of experience in a similar role
- A calm, unflappable approach, combined with a readiness to take responsibility
- A willingness to take initiative, and work beyond their core tasks as needed
- Confidence and the ability to cope with very senior level Partners and clients
- Excellent written and verbal English language skills
- An impeccable telephone manner
- First class MS office skills
- Interest in British and European politics and regulation is desirable

Responses welcome immediately. Recruitment in January. Please apply by sending a CV and covering letter to careers@flint-global.com