



Executive Assistant to Managing Partner (ref: EA501)

Job Details

- **Location:** Central London, W1W
- **Closing date for application:** Starting in January, immediate applications welcome
- **Job Level:** 4+ years' experience in PA/EA role
- **Contract Type:** Full-time, permanent position
- **Salary:** Negotiable based on experience
- **Benefits:** medical and life insurance, and bonus schemes

About Flint

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.

Flint provides advice to business and organisations, drawing on our distinctive blend of expertise and experience. We work on political, policy, competition and regulatory issues at the point where government and business meet, offering an authoritative perspective on both. We are senior practitioners and offer our clients exceptional, high-quality advice that affects their bottom-line. We are based in central London, with an office in Brussels and a presence in other major European capitals.

Suitable Candidates

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

The ideal candidate will have:

- Exceptional organisational skills and an eye for detail.
- Experience with calendar management, meeting, and travel scheduling.
- 4+ years of experience in a similar PA/EA 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.
- Proven communication skills both verbal and written and the ability to foster strong internal relationships.
- Technically proficient with using Microsoft Office Excel, Word, and PowerPoint as well the ability to troubleshoot IT issues and problems as they arise.
- Interest in British and European politics and regulation is desirable.

To Apply

Applications welcome immediately.

Please apply by sending a CV and covering letter to careers@flint-global.com with the reference “EA501” in the subject line.