

JOB PROFILE

Executive Assistant to the Director of Schools

Overview

The position of Executive Assistant is to provide strategic support to the Director of Schools in assuming responsibility for the management and fulfilment of all his required job duties in leading the schools in Russia and the U.K.

Requirements

- Highly Organized/Multi-tasker.
- Strong organisational and time management skills;
- High sense of responsibility and flexibility;
- Excellent communication skills both in written and verbal form
- Proficiency in computer literacy (Mac, Microsoft Office, Internet etc.)
- Confidentiality & loyalty
- Essential: Fluent in written and spoken English/Russian
- Essential: Willingness to work flexible hours when required
- Essential: Willingness to travel
- Desirable: 3+ years' experience working as a personal/executive assistant

Responsibilities

- Execution of personal and official instructions of the Director
- Maintaining, coordination and formalization of meeting minutes.
- Assistance in preparing presentations for regular leadership meetings
- Travel Support for the Director
- Optimize Director's calendar, appointments, and local/global travel arrangements
- Document preparation and management
- Managing all of the Director's correspondence - reading, drafting and responding in a timely fashion
- Answering and directing incoming mail and calls on behalf of the Director
- Research and project management as and when required by the Director
- Attend meetings with Director where appropriate, taking notes and monitoring follow-ups
- prepare presentations for meetings, ensuring they have circulated accurately and in a timely manner
- Be the first point of contact and personal arrangements for the Global Board of Directors.
- Any other tasks as requested

Conditions

- Work in an international company and multicultural environment;
- Employment in according with Russian legislation;
- Competitive salary and compensation package;
- Annual performance related bonus;
- Health and Accident Insurance;
- Free breakfasts and lunches;
- 35 calendar days holiday; taken in line with the Director's needs;



- Brand-new fully furnished offices and usage of school facilities by approved schedule;
- Comfortable office in Moscow;
- Main working schedule 8 a.m. – 5 p.m., shorter hours during school holiday. Flexibility will always be required in terms of working hours, and on certain occasions, there will be evening and weekend work.

Process

A letter of application for this position (no more than 2 pages long) should accompany an up to date curriculum vitae and current professional photograph. You should state in your covering application *‘why you are most suited for this role,’* and reference your *‘understanding of working as an assistant to a Director in a school environment.’*

All applications should be sent to: employment@moscow.brookes.org with the subject heading of: **Application for Executive Assistant.**

Interviews will be held by the Director of Schools.