

Executive Assistant and Office Manager

Aberdeen / Hybrid | £28,000 – £35,000

Do you thrive in a busy, fast-paced environment? Are you proactive, organised and clam under pressure? Are you looking for a broad role where you can use your skills and experience to support our growth?

Reporting directly to CEO Andrew McCallum and working closely with the leadership team, you'll support the day-to-day smooth running of Aspect. You'll get involved across the business, using your skills and expertise to help our team function efficiently and deliver for our clients.

In addition to providing first-class EA support, you'll help us create a slick and professional office environment at C42 – our new HQ at 42 Carden Place in Aberdeen – and support our Finance Manager with accounting and finance activities.

Ideally, you'll have experience of working in a fast-paced environment like a media or creative agency, busy press office or digital consultancy, or in a digital or technology company. You'll be flexible, agile and resilient, and someone who wants a rewarding role where every day is different.

About Aspect

We're strategic communication experts. Our talented core team and global network of experienced associates and partners provide tailored advice, creative solutions and targeted campaigns that propel our clients onwards and upwards to future success. We've all held senior in-house communication roles, so we see things from our clients' perspective. We don't just come up with great ideas and strategies, we roll up our sleeves and deliver.

We're a passionate and professional team that thrives in complex, issue-rich environments. We combine our extensive in-house experience with external consultancy expertise to deliver objective strategic communication advice and solutions in even the most challenging situations. We trust and support each other to deliver great work. We believe in helping our people grow and develop – personally and professionally. We work hard and have fun doing what we enjoy.

The role

- Proactively manage the CEO's inbox, arranging and scheduling meetings
- Prepare agendas, notes and actions for internal and external meetings
- Coordinate the arrangement of meetings, conferences and other events
- Book business travel arrangements, including transport and accommodation
- Set up meeting rooms ready for clients and internal use
- Assist with the onboarding of new team members
- Create and edit employee contracts and service agreements for clients
- Ensure the office, kitchen and meeting rooms are tidy and stocked
- Liaise with our IT team to troubleshoot IT issues
- Create and edit documents such as reports, proposals and presentations
- Research, price and purchase equipment and office supplies
- Support the team in assigned project-based work as needed
- Recommend internal processes to improve efficiency and ways of working

Your experience and character

- Extensive experience in a similar EA role within a fast-paced environment
- Experience in a consultancy would be advantageous
- An understanding of communication and marketing would be helpful
- Proactive and able to use initiative
- Knowledge of Xero accountancy software is desirable
- Excellent IT and Microsoft Office skills
- Strong listening skills, attention to detail, editing and proofreading skills
- Technical understanding of social media platforms would be useful
- Ability to retrieve information from relevant sources through research
- Ability to handle confidential and sensitive material

Your qualities

- Proactive and energetic
- Self-motivated
- Structured and organised
- Delivery focused
- Measured and calm under pressure
- Real attention to detail
- Able to juggle multiple priorities
- Commercially minded
- Responsive
- Confident
- Collaborative
- Adaptable

What we offer

- 29 days' holiday each year
- Your birthday off
- Christmas party
- £500 recruitment incentive
- Internal & external training
- Professional qualifications
- iPhone, MacBook, Thunderbolt Display
- Enhanced maternity, paternity and adoption pay
- Additional days' holiday for each year's service ^
- Cycle to Work scheme
- 4pm Friday finishes Jun, Jul, and Aug
- 4pm Friday finishes on payday Sept to May

- Mentorship programme
- Appraisal programme
- Half day in December for Christmas shopping
- Full day for charity activity each year

^ Up to a maximum of five years

Application Process

To apply for this role, please send your CV or LinkedIn profile to brian.creegan@aspectreputation.com

We anticipate the interview process will comprise two stages – an initial screening interview with our talent acquisition team, followed by a formal meeting with the senior leadership team at our Aberdeen HQ.