



## JOB DESCRIPTION: Executive Assistant

### ROLE DETAILS

<b>Job Title</b>	Executive Assistant to the Executive Director
<b>Ultimate reporting to</b>	Executive Director
<b>Contract</b>	Full-time
<b>Start date</b>	ASAP
<b>Location</b>	Hybrid – at least one day per week in the London office

### JOB PURPOSE

We are looking for a professional and experienced Executive Assistant who is happy to take the initiative while working under the supervision of the Executive Officer, covering a wide range of administrative responsibilities to fully support the Executive Director.

This role will be primarily responsible for the efficient arrangement of travel including the instigation and management of complex itineraries, logistics, meetings, expenses and diary management requiring accurate and timely diary planning and foresight for the Executive Office. Also, the preparation of reports, correspondence, information requests supporting the Executive Officer where necessary.

The position is privy to confidential information and requires diplomacy and absolute discretion.

### ABOUT RJC

The Responsible Jewellery Council (RJC) is an international global standards and certification organisation. It has more than 1,880 member companies that span the jewellery supply chain from mine to retail. RJC Members commit to and are independently audited against the RJC Code of Practices – an international standard on responsible business practices for diamonds, coloured gemstones, gold, silver and platinum group metals. The Code of Practices addresses human rights, labour rights, environmental impact, mining practices, product disclosure and many more important topics in the jewellery supply chain. RJC also works with multi-stakeholder initiatives on responsible sourcing and supply chain due diligence. The RJC's Chain-of-Custody Certification for precious metals supports these initiatives. Through the implementation of the COP and CoC members contribute towards the 17 Sustainable Development Goals of the United Nations 2030 agenda. The RJC is a Full Member of the ISEAL Alliance – the global association for sustainability standards.

### ROLE AND RESPONSIBILITIES

<b>Effective management of the Executive</b>	<ul style="list-style-type: none"><li>• Understand and manage the Executive Director's commitments to ensure a workable balance is maintained in the short long-term diaries.</li></ul>
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<b>Director's complex diary</b>	<ul style="list-style-type: none"><li>• Ensure ongoing understanding of industry events, project timelines, crucial meetings and other commitments of the senior team to manage expectations of the Executive Director's attendance (liaising with the senior team as required)</li><li>• Ability to forward plan</li><li>• Understand the where, when and why of meetings the Executive Director is required to attend</li><li>• Understand the nature of meetings that can be marked as optional for the Executive Director</li><li>• Understand the Executive Director's private commitments so far as they affect diary availability</li><li>• Seek understanding and take instruction from the Executive Officer as required</li></ul>
<b>Management and processing of expenses</b>	<ul style="list-style-type: none"><li>• Request, manage and process the expenses of all team members including the Executive Director following the expenses policy</li><li>• Ensure the appropriate expense processes are followed including relevant deadlines for submission (chasing as required)</li><li>• Raise any concerns on expenses with the Executive Officer in the first instance</li></ul>
<b>Be the first point of contact for the Executive Director prioritising correspondence, emails and phone calls</b>	<ul style="list-style-type: none"><li>• Ongoing review of the Executive Director's emails and correspondence to ascertain priority of response to communicate to the Executive Director</li><li>• Respond to administrative emails and phone calls on behalf of the Executive Director</li><li>• Respond to requests (meeting, attendance, general requests) from internal and external stakeholders verbally and in writing (as required)</li><li>• Reach out to internal and external stakeholders on behalf of the Executive Director as required</li></ul>
<b>High-level secretariat support to key internal and external meetings</b>	<ul style="list-style-type: none"><li>• Proactive management and support with internal and external meetings to include preparing agendas, co-ordinating supporting papers and document and producing minutes</li><li>• Proactively ensure follow-up actions are swiftly progressed, liaising with relevant parties to ascertain progress</li></ul>



<p><b>Typing, compiling and preparing reports, presentations and correspondence on behalf of the Executive Director</b></p>	<ul style="list-style-type: none"> <li>• Ensure accurate and high-quality provision of correspondence on behalf of the Executive Director at all times</li> <li>• Provide timely completion of all necessary correspondence</li> <li>• Ensure all correspondence approved by the Executive Director is sent without delay (liaising with the Executive Officer as required)</li> <li>• Compile necessary information to prepare reports and presentations for the Executive Director's approval</li> <li>• Follow branding requirements on all correspondence, reports and presentations</li> </ul>
<p><b>Liaise with key stakeholders at national and international level</b></p>	<ul style="list-style-type: none"> <li>• Act as a conduit for the Executive Director in respect of all external stakeholders, sharing and gathering information as appropriate</li> <li>• Provide meeting pre-reading for the Executive Director to include details of the key attendees and relevant articles and publications</li> </ul>
<p><b>Maintain confidentiality</b></p>	<ul style="list-style-type: none"> <li>• Discreet management of confidential matters at all times</li> <li>• Recognise confidential and sensitive information and manage accordingly</li> <li>• Seek guidance from the Executive Officer on any concerns regarding confidentiality and/or the nature of such information</li> </ul>

#### EXPERIENCE AND QUALIFICATIONS

1.	Excellent working knowledge of Microsoft Office suite (including Word, Excel, PowerPoint)
2.	College courses in related field (desirable)
3.	Database systems experience (desirable)
4.	Proven successful experience in this role or a similar role (a must)
5.	Experience dealing in a fast paced and demanding corporate environment whilst being privy to highly confidential matters and documentation (a must)

#### KEY SKILLS AND COMPETENCIES

1.	Impeccable attention to detail
2.	Calm disposition, highly organisational with very good time management skills and the ability to prioritise amid competing tasks and the demands of a fast-paced environment
3.	Ability to use sound judgment and experience to ensure effective administrative and operating systems are developed, implemented and maintained



4.	Ability to take a step back, take an overview and adopt a balanced approach to diary management, suggesting varied options for a realistic and manageable workload
5.	Fast and efficient under pressure especially during high volume periods
6.	Ability to maintain a consistently positive, courteous and professional demeanour
7.	Highly developed effective listening skills, articulate written and spoken communications

### EMPLOYMENT BENEFITS

This role will be entitled to 28 days annual leave per annum pro rata plus UK bank holidays (on pro rata basis).

This role will automatically be enrolled into the RJC's company pension scheme.

Automatic enrolment in our Employee Assistance Programme & Wellbeing Apps.

### EQUAL OPPORTUNITIES

The RJC believes one of the fundamental ingredients of running a successful organisation is the provision of a working environment which is truly representative of all sections of society and for each employee to feel respected and to be able to bring their true and unique selves to work.

The RJC's policy is to provide equality, fairness and respect for all in our employment and provide equal opportunities in all aspects of employment. The RJC is committed to the fair and equal treatment of applicants. The RJC is an equal opportunities recruiter and does not discriminate on the basis of gender, gender identity and expression, marital or civil partnership status, race, colour, national or ethnic origin, disability, sexual orientation, social or economic background, age or any other protected characteristic.

### HOW TO APPLY

Please email your application to [sara-louise.macgillivray@responsiblejewellery.com](mailto:sara-louise.macgillivray@responsiblejewellery.com) including your:

- resume (no more than 2 pages)
- cover letter (no more than 1 page) which address how your education and experience align with the position. Please indicate your starting date availability