**Executive Assistant to Chief Executive Officer (Zellis Business Unit)**

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| Job title | Executive Assistant to CEO and CPTO | Job family | TBC |
| **Grade** | TBC | **Reports to** | Abigail Vaughan |
| **Location** | Home Based, with travel to the office as required. | **Team size** |  |

| About the role: |
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| As Executive Assistant to the CEO and CPTO of the Zellis business unit, you will play a pivotal role in enabling the effectiveness of the Chief Executive, Chief Product and Technology Officer, and the wider leadership team. This is a highly visible and trusted position, requiring exceptional organisational skills, discretion, and the ability to manage a dynamic and fast-paced workload. You will be the key point of contact for internal and external stakeholders, ensuring the executives’ time is optimised and that strategic priorities are supported through seamless coordination and communication. |
| **Role accountabilities and responsibilities:** |
| **In this role your key responsibilities will be:**  - - Manage the CEO’s and CPTO’s complex diaries and inboxes, ensuring priorities are aligned and time is used effectively. - Coordinate internal and external meetings, including leadership team sessions, board meetings, and customer engagements. - Prepare high-quality briefing materials, agendas, and follow-up actions to support strategic decision-making. - Act as a liaison between the executives and internal teams, customers, and partners, ensuring clear and timely communication. - Support the executives with confidential and sensitive matters, maintaining the highest level of discretion and professionalism. - Organise travel arrangements and itineraries, ensuring efficiency and cost-effectiveness. - Lead or support special projects and initiatives on behalf of the executives, ensuring timely delivery and alignment with business goals. - Maintain accurate records and documentation, including meeting notes and action trackers. - Proactively identify opportunities to improve processes and enhance executive support. - Represent the executives’ office with professionalism, integrity, and a solutions-focused mindset.  **Essential Skills/behaviours:**  - Excellent organisational and time management skills, with the ability to prioritise and multitask effectively. - Strong written and verbal communication skills, with attention to detail. - High level of discretion, integrity, and confidentiality. - Proactive, adaptable, and able to work independently with minimal supervision. - Confident in engaging with senior stakeholders and managing relationships. - Calm under pressure and able to manage competing demands. - Tech-savvy, with proficiency in Microsoft Office and collaboration tools (e.g., Teams, SharePoint). - A positive, can-do attitude and a commitment to continuous improvement.  **Critical competencies:**  - Proven experience in a senior-level Executive Assistant or business support role. - Strong understanding of business operations and executive-level priorities. - Ability to anticipate needs and take initiative. - Experience working in a fast-paced, dynamic environment. - Professionalism and emotional intelligence in all interactions. |
| **Special circumstances / Other requirements e.g. travel requirements, working arrangements etc** |
| - Flexibility to travel to Zellis offices or external locations as required. - Occasional out-of-hours support may be needed to accommodate business priorities. |

| About Zellis Group |
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| We are Zellis Group. The UK and Ireland’s leading provider of pay, reward, analytics and people experiences.  Zellis Group consists of three companies - Zellis, Moorepay and Benefex - who provide services to different customers and have the autonomy to design and deliver products to meet their unique needs. We are three distinct and successful businesses, but there is power as a group.  Our overall purpose is to *power exceptional employee experiences so you and your people do better*.  **Our history**  We have over 50 years of heritage and industry experience – and we’ve been ahead of the curve throughout.  More than half a century ago, we were founded as Peterborough Data Processing. Quite a lot has changed since then – not least our name.  We were acquired by Northgate, becoming NorthgateArinso in 2007 and NGA Human Resources UK and Ireland in 2014, where we were joined by Moorepay. In 2018, the UK and Ireland division was sold to Bain Capital and now we operate as a standalone company.  After acquiring Benefex, we’re now even better equipped to serve the complex needs of our customers.  In September 2020 we launched Zellis HCM Cloud, the exciting next evolution of ResourceLink, our flagship payroll and HR solution.  **We’re proud of our culture**  At Zellis we work hard to create a culture where people want to join, belong to, and be part of a progressive organisation. We’re committed to recruiting and retaining a diverse and inclusive workforce that is representative of the customers we serve and the communities we operate in.  **Our values,** which were defined with input from all of our 2,000 colleagues, are not empty words on a poster. They reflect who we are, and how we operate as a business.  A screenshot of a computer  Description automatically generated |

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