

JOB DESCRIPTION

Title	Executive Assistant
Reports to	Head of Fixed Income
Department	Fixed Income / Corporate Office
Location	Based at the London Office (hybrid working model)

Main purpose of the role

To provide comprehensive and admin and organisational support equally to the Head of Fixed Income and the Chief Sustainability Officer (CSO). The Executive Assistant will manage the schedules of the Head of Fixed Income and CSO, enabling them to focus on strategic initiatives and high-priority tasks.

Key duties and responsibilities

- Act as the main point of contact for the Sustainability and Fixed Income teams.
- Strategic calendar management including arrangement of high-profile client meetings.
- Proactively plan and manage international travel schedules across multiple time zones, including the processing of visas, booking of accommodation, flights and ground transportation and preparation of detailed travel itineraries.
- Inbox management for the CSO and Head of Fixed Income – highlighting important emails, prioritising workloads and proactively deal with any administrative items.
- Meeting management – responsible for the drafting of team meeting agendas (Sustainability and Fixed Income teams), action taking and follow-up, and any other meetings as requested. Also manage the booking of meeting rooms/catering/IT logistics, etc.
- Work closely with Internal Governance to manage all committee meetings.
- Collaboration with the marketing team to ensure that all business contacts are updated, and preparation and approval are in place for all PR events (e.g. conferences and webinars).
- Provide support with the drafting or formatting of documents for all business meetings, including Board meetings.
- Plan and manage all team or client events (e.g. team off-sites) and also support with all other internal/external events.
- Process business expenses and reconcile invoices with Accounts Payable in a timely manner for both the CSO and the Head of Fixed Income.
- Ensure that all electronic filing is up to date and in line with record management best practise and GDPR regulations.
- Work as part of the administrative team to ensure the CSO and Head of Fixed Income are well supported to be fully effective.
- Manage special and ad hoc projects related to team / committee activities.

- Compliance with all GIB policies and procedures and processing declarations for gifts and entertainment.
- Cover required for the EA to the Head of Equities.
- Dealing with highly sensitive and confidential information.
- Other administrative duties such as answering telephone, taking messages arranging couriers, scanning, collating documents, opening/distributing post.

Culture responsibilities

- Strive to act in line with the target culture including values, behaviours and D&I.
 - Participate in and contribute to sustainability initiatives.
 - Read and understand relevant risk appetite policies and processes.
 - Speak up, raise breaches and issues.
- Maintain awareness of market best practice and regulatory updates.

Professional qualifications required (if applicable)

A level or equivalent education preferred, but experience and attitude are more important

Experience: 3 – 4 years’ experience supporting at Managing Director level

Technical Skills: Proficiency in Microsoft Teams, Outlook, Word, PowerPoint, Excel and SharePoint.

Interpersonal Skills: Strong communication abilities, both in person and via video/telephone calls.

Personal Attributes: Initiative, attention to detail, teamwork, proactivity, enthusiasm, flexibility, quality-driven, organised, methodical, trustworthy, discreet, and diplomatic.

THIS SECTION MUST BE COMPLETED	
Certified Person:	N/A
Level of Authorisation held (ie payment authoriser)	N/A
Bank Signatory?	N/A
Level of Responsibility (ie Department Manager)	N/A

Name of Employee:	
Signature of employee:	
Date approved:	
Name of Manager:	
Signature of Manager:	
Date approved:	