

Job Title: Executive Personal Assistant

Responsible to: Chief Executive Officer

Location: Central London

Salary: Negotiable dependant on experience

About the company

NetScientific PLC is an AIM-listed active holding company, with 17 portfolio companies.

It invests in, develops, commercialises and aims to realise returns from life sciences/healthcare, sustainability and technology companies

The Group leverages trans-Atlantic relationships and global opportunities to deliver shareholder value.

Corporate finance and venture capital activities are conducted through NetScientific's fully owned subsidiary EMV Capital.

The role

We have a wonderful opportunity for an Executive PA to join the team, based at our London offices. This is a pivotal role that will provide executive support for a driving Chief Executive Officer, Executive Chairman and assist in Senior level support. This is a varied and challenging role, where you will be expected to handle a wide range of high-level administrative tasks, including internal and external communications and meetings, liaison with Board members, portfolio companies and the team, office and project management, handling and production of high-quality documents, and other ad hoc tasks as they arise.

You should be prepared to work in a fast-paced environment with multiple changing priorities and possess the ability to be flexible in many different situations. The successful Executive PA will be the anchor of the office and at the centre of operations.

Our ideal candidate will have previous experience as an Executive PA at a Senior level, within financial or professional services.

Responsibilities

- Manage the flow of information to and from the CEO
- Act as point of contact and liaison for wider team
- Manage and respond to straightforward correspondence on behalf of the CEO and produce draft replies for more complex issues
- Offer practical solutions to help pre-empt and resolve issues on behalf of the CEO
- Support the CEO and other senior management, with effective project management, to oversee and drive multiple projects and initiatives through to successful completion
- Liaison with Board members, portfolio companies and the team, including advisers, consultants and contacts.
- Contribute to reporting, presentations and other material for board meetings and investor meetings; capturing and communicating clear action items and ensuring follow up
- Record and communicate minutes of meetings, actions and follow ups where required
- Organise, diaries, travel, operational arrangements and general matters as needed

- Use initiative and judgment within established guidelines.
- Deal with highly sensitive and confidential information appropriately
- Office Management and team support

Skills and Attributes

- Strong IT, organisational and communication skills
- Positive “Can do attitude”, with the ability to work calmly and confidently under pressure
- Resilient, flexible and adaptable
- Ability to build effective cross-group working relationships and work collaboratively with people at all levels of the organization.
- Commercially aware
- Ability to work autonomously

Preferred experience

- Highly experienced Executive Personal Assistant at Senior level, preferably within a financial or professional services organisation
- Educated to degree level
- Intermediate-advanced skills in MS Office and Office 365. Any other software knowledge is advantageous, such as task management software and CRM systems (e.g. Salesforce)