GRATTE BROTHERS | Group

Job Overview:

Executive Assistant

Job Title:	Location:	Company:
Executive Assistant	King's Cross, London	Gratte Brothers | Security Systems & Software
Reporting to: Managing Director		

Job Purpose:

The Executive Assistant plays a key role in supporting the smooth and efficient operation of Gratte Brothers | Security Systems & Software (also known as "GBSM"), providing high-quality administrative, organisational and coordination support to the company's directors and wider business.
The role encompasses diary management, business reporting, document control, travel arrangements and the coordination of day-to-day operational activities. This includes maintaining company records, schedules, procedures and documentation, alongside supporting the production of marketing and sales materials.

Acting as a central point of communication, the Executive Assistant works closely with colleagues across the Gratte Brothers Group, as well as clients, suppliers and other external stakeholders, to facilitate effective collaboration and business operations.

The position also provides essential administrative and organisational support for internal reviews and external audits, helping to ensure the business remains well-prepared, organised and compliant with relevant requirements.

Key Areas of Responsibility:

Administrative & executive support:

- Provide high-quality secretarial and administrative support to directors and managers, ensuring the smooth running of day-to-day operations.
- Manage Outlook calendars for operational directors, coordinating appointments and diary commitments.
- Prepare, produce and distribute professional documentation, including project-specific materials, using Microsoft Word, Excel, PowerPoint, Visio, Prezi, Adobe Creative Cloud and other software as required.
- Prepare and distribute weekly company reports and other documentation as requested by directors and managers, ensuring accuracy, consistency and attention to detail.

- Coordinate and collate information and documentation from colleagues, presenting materials to directors as required.
- Manage the distribution of incoming correspondence and coordinate outgoing post as required.
- Maintain, update and distribute internal contact schedules to ensure information remains accurate and accessible.
- Prepare and circulate daily activity schedules across all GBSM offices.
- Assist in the organisation and delivery of company meetings, events and functions as required.
- Coordinate visitor arrangements and welcome guests to head office, ensuring a professional and welcoming experience.
- Coordinate travel and accommodation arrangements for company staff in support of business activities.
- Support the production and updating of marketing, sales and promotional materials, including company brochures.
- Maintain and update company standard documentation and procedures, ensuring information remains accurate and up to date.

People & operational administration

- Compile, maintain and distribute seasonal staff in/out spreadsheets.
- Process and record staff holiday requests in accordance with Gratte Brothers Group procedures, ensuring relevant information is communicated to HR.
- Maintain accurate records of staff absences, notifying the appropriate directors, managers and HR representatives.
- Collate and process weekly timesheets, ensuring information is recorded accurately and efficiently.
- Receive, review and process staff expense and business mileage claims, ensuring compliance with company procedures.

Business coordination & compliance

- Coordinate the processing and distribution of non-disclosure agreements (NDAs), monitoring their return and ensuring completed documents are appropriately filed or forwarded.
- Collate, prepare and distribute financial reports as required.
- Provide organisational, coordination and communication support for the company's annual NSI inspections, helping to ensure a well-managed and efficient process.
- Liaise regularly with clients and supply chain personnel, maintaining professional and effective working relationships.
- Liaise and coordinate with other Gratte Brothers Group companies and departments to support effective communication and collaboration across the business.

This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.

Knowledge & Experience:

The post-holder will possess the following skills and abilities:

- Proven experience providing secretarial and administrative support at director or senior management level.
- Strong knowledge of administrative and secretarial procedures, with a demonstrated ability to maintain high standards of accuracy and organisation.
- Excellent IT proficiency, particularly across Microsoft Office applications (Word, Excel and PowerPoint), Adobe Creative Cloud and Visio.
- Experience managing competing priorities, coordinating administrative activities and meeting deadlines in a busy office environment.
- An understanding of the importance of delivering a consistently high standard of service to internal and external stakeholders.

Attributes & Skills:

- Excellent written and verbal communication skills, with the ability to engage professionally and confidently with colleagues, clients and stakeholders.
- Strong organisational and time-management skills, with the ability to plan workloads, prioritise tasks and meet deadlines effectively.
- A professional, confident and engaging telephone manner, supported by a customer-focused approach to communication and service delivery.
- The ability to work effectively in a fast-paced, high-pressure environment while maintaining professionalism and attention to detail.
- A collaborative team player who builds positive working relationships and contributes to a supportive working environment.
- A proactive and adaptable approach, with the flexibility to respond to changing priorities and business requirements.
- A commitment to delivering a consistently high standard of service to internal and external stakeholders.
- A willingness to learn, develop new skills and embrace opportunities for professional growth.
- A professional and polished presentation, appropriate to a corporate office environment.