



Executive Assistant

Idox plc
Glasgow

About the role

The Executive Assistant supports our team of Executive Officers in advancing progressive and challenging corporate projects for Idox plc.

Providing information and administrative assistance to a wide range of senior internal and external stakeholders, you will be fully engaged with our senior Executive team, board members and business partners to Idox.

We would like to find a talented individual with an understanding of good business practice, interested in bringing energy, know-how and a high service ethic in support of the leadership team. In particular, we would like to invite applications from candidates with a broad general knowledge of UK and International business and some previous experience in Executive support for a listed company. This is a great opportunity to work hard with, and develop fast with, a purposeful leadership team.

You would be responsible for:

Executive Officer (EO) diary management using Outlook to co-ordinate multiple diaries, and manage commitments with internal and external stakeholders to maximise time efficiency for the EMT.

EO communications including where required taking calls, responding to emails and interfacing directly with internal and external stakeholders on behalf of the EMT.

EO document production preparing and assisting in the production and distribution of internal and external documents to deadlines.

EO event management from regular small internal meetings to large scale external events, arranging appropriate facilities and travel arrangements and ensuring any necessary documentation is provided in a timely manner. This includes specifically supporting our staff communication programme, co-ordinating PLC Board meetings and investor relation activities.

EO administration organising regular travel arrangements via vendors and personal expense claims; and minute-taking with pro-active follow-ups to actionable items where appropriate.

EO business Involvement in other projects across the business as and when needed not specifically stated above, which are necessary for the effective performance of the EMT.

Person Specification

The role will regularly be exposed to sensitive situations and the successful candidate will need to:

- Have excellent communication skills to quickly build rapport with business partners
- Uphold a strict level of confidentiality.
- Act with professionalism and integrity at all times with internal and external stakeholders
- Demonstrate a suitable balance of initiative to progress matters and escalation to the EO
- Travel to Idox offices as required to support the activities of the EMT. Role is based in Glasgow and travel is expected to be incidental and largely UK-based.

To be successful in the role, an Executive Assistant should bring:

- Experience as an Executive Assistant, reporting directly to senior management
 - Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
 - Proficiency in collaboration and delegation of duties
 - Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
 - Exceptional interpersonal skills
 - Friendly and professional demeanour.
-

About Idox plc

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.750 staff located in the UK, the USA, Canada, Europe, India and Australia. Idox has many offices across the Country and therefore travel will be required.

The Benefits

This post commands a competitive salary depending upon experience, along with an excellent benefits package.

How to apply

Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to Join.Us@idoxgroup.com.

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview. Please read the Idox Recruitment Data Privacy Policy here <http://www.idoxgroup.com/privacy.html>