

Executive Assistant

The goal of the European Medical Group is to become *'The go to place for healthcare professionals in Europe by 2025.'* The reason for this and the reason we are in business is *'To challenge and equip everyone to be the best they can. We want to build our Brand to be **Energetic, Trusted, Progressive, Open-Minded** and **Best in Class.**'*

We work and live by the following values and want everyone that works here to do the same.

Entire buy in - Everyone has **loyalty** to our vision, values, culture, and the long-term goals of EMG. We are committed to doing so in a **positive** and **passionate** way.

Make sure you are self-reliant - We all need to be **proactive** and responsible for our own actions. This will lead to an **inspiring** place to work that we are all **proud** of.

Go the extra mile - Always give your best performance, this will create a team that is **different** to anything else, full of **hard working, gold medal winners.**

Role Details:

Days of Work:	Monday - Friday
Working Hours:	08:30 - 17:00
Reports to:	Director
Department:	Administration
Place of Work:	European Medical Group Ltd t/a European Medical Journal City of London

Duties:

- Are you organised? Can you manage and maintain the Director's diary, make appointments and prepare for meetings?
- Can you keep the CRM up to date and manage the filing of paper and electronic documents?
- Could you arrange travel, visas and accommodation for the Director?
- Can you help manage the Director's social media presence and write blog posts?
- Could you ensure all things office related are running smoothly and liaise between departments on behalf of the Director?
- Are you an active and enthusiastic team member?

What's in it for you?

- Amazing progression opportunities within the company
- Quarterly offsite planning days
- Summer Ball and awards night
- Fun monthly incentives for meeting targets
- Company wage with increases after employment milestones
- Exciting and growing industry
- Ongoing coaching and training
- Positive and supportive work environment

If this sounds like you, apply now!

- Bachelor's Degree
- 2+ years PA experience
- Confident and a great communicator

- Strong IT skills
- PRINCE 2, Agile or ILX Project Management Training
- Organised and can prioritise workload
- Born problem solver
- Team player
- Experience in a similar role
- Lives the EMJ Values

What are your goals for your career? For yourself? At the European Medical Journal, we will give you the guidance and training to make them possible - but do you have the drive to make them happen?