

Job title	Executive Assistant to CEO	Reporting to	CEO
Location	CASCO Pet HQ, (Horsham, West Sussex)	Position type	Part time (3 days per week) / Permanent
Direct Reports	N/A		
The Company			
CASCO Pet is a global business specialising in pet and aquatic shop fitting and revolutionary veterinary clinical housing with manufacturing and sales operations around the world. We are proud of our reputation for innovative and flexible designs which place us as the market leader in the pet and veterinary industry.			
Established in 1997, our Head Office is based in the UK with offices across Europe (Germany, France, and Portugal) and the USA and Australia.			
Job Description			
Responsible for management of the Executive office, providing support to the CEO in delivering CASCO Pet's company goals, projects, priorities and strategic objectives through a broad variety of administrative duties to facilitate the CEO's ability to effectively lead the organisation. Designing and producing complex documents, reports and presentations, collecting and preparing information for internal and external meetings and supporting the senior leadership group within the global business.			
Key accountabilities - main areas of responsibility			
As the Executive Assistant to the CEO of a fast-paced disrupter business, your key accountabilities will include: <ul style="list-style-type: none">• Complex travel arrangements - arranging travel itineraries, all necessary travel bookings, visas, vaccinations, as well as accommodation and transfers for the CEO and potentially clients and other team members. This will involve organising hotels, transfers, meetings, lunches, venues, etc, coordinating with multiple stakeholders across different time zones.• Diary management - responsible for scheduling appointments, client meetings, internal meetings as well as direct report 1-2-1s for the CEO, ensuring that sufficient time is allowed, in advance, for any necessary preparation. Ensure that meetings across different time zones are accurately scheduled and that all necessary arrangements are in place (online conference facilities, presentations etc).• Proactive email management - responsible for managing the CEO's email inbox, filtering, prioritising as well as archiving/filing emails when appropriate, responding to routine emails on their behalf, and flagging important emails for their attention• Preparation of documents and presentations - drafting, editing, and formatting certain reports, presentations and other business documents. This may involve working with financial data, market research, and other technical information as well as co-ordinating with other stakeholders for content when necessary.• Project support for new product innovations - supporting the CEO and other executives in their work on new product innovations, liaising with lawyers, assisting with patents paperwork, trademarks, and other legal documentation• Management team liaison - responsible for ensuring members of the executive team are well prepared for meetings and other key events when applicable. Ensure that their contributions to presentations, other documentation, agendas, business plans, etc are delivered in the correct format and in a timely manner, to ensure deadlines are met• Personal admin support - may be required for providing personal support to the CEO, such as managing their personal schedule, arranging personal travel, and handling personal correspondence			

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Contacts - External	Contacts - Internal
<ul style="list-style-type: none"> • Customers • Suppliers • Contractors 	<ul style="list-style-type: none"> • All departments • All entities
Role Related Expertise required	
Qualifications/Experience	
<ul style="list-style-type: none"> • At least 5 years' experience as an Executive Assistant in a fast paced, global, dynamic environment. • Experience in applying for patents and trademarks • Outstanding level of confidentiality required 	
Required Skills	
<ul style="list-style-type: none"> • Strong administration skills with a high level of attention to detail. • Excellent understanding and experience of Microsoft Suite • Strong and positive communication skills, both verbal and written • Ability to be a self-starter with drive, initiative, and creativity. • Curious in nature and always looking to question, learn and look for better ways to do things. • Ability to effectively prioritise workload against competing demands and recognise the importance and relevance of tasks to meet deadlines. • Strong problem-solving skills with the ability to recognise and develop a solution. • Ability to work under pressure to strict timelines. • Excellent people skills • A positive 'can-do will-do' attitude 	
Incentive Scheme	
<ul style="list-style-type: none"> • Part time position • 25 days holiday per annum plus bank holidays (pro rata for part time role) <ul style="list-style-type: none"> ◦ Plus your birthday off after 2 years' service • Company bonus subject to the business achieving annual target • Auto-enrolment Pension • On-site parking • 1 Hour lunch break • Bring your pet to work scheme • Wellness Health scheme. 	