**COMPANY EXECUTIVE ASSISTANT ROLE FOR RADIOCENTRE**

**Here’s the offer**

An exciting opportunity to be part of a dynamic, friendly team working in commercial radio.  Radiocentre is the industry body representing a variety of the UK’s foremost radio brands, from the biggest  – Capital, Magic, Kiss, Classic FM – to smaller, independent local groups and those covering digital only, as well as specialist stations.  As Executive Assistant, you will support the CEO and the whole team, helping to keep us all in order and to generally keep the show on the road.

**What we need from you**

You need to be friendly, confident and have great attention to detail.   There is lots of variety in the role, dealing with a big cast of people from local radio operators to advertising clients to Government officials.    Helping to run our frequent industry training sessions is an important part of the job.  Your administrative skills will need to be excellent to keep on top of busy diaries, running the administration of our small company, organising socials and generally being the go-to person for the business.  You will need to be a self-starter with plenty of initiative and an ability to multitask.

**What you will do**

You will gain first-hand experience of dealing with a busy office and CEO as well as being Secretary to the Radiocentre Board and to the Radioplayer Board.   There is a lot of scope in the role if you are willing to learn.   There is a competitive package for the right candidate.  A perfect career move to an exciting environment.

**The package**

The Company EA is a full-time role and will report to Siobhan Kenny, CEO of Radiocentre.

Specific responsibilities will include:

1. **Management team PA duties**

Assist Management Team in diary organisation and help managing relationships with internal & external stakeholders

1. **Office management**

Maintaining a pleasant working environment, ordering office stationery, weekly shopping delivery, etc.   Organising social events especially summer and winter awaydays.

1. **HR administration**

Maintain digital records of staff contracts, job descriptions, annual appraisals, holiday and sickness records.

## You must have………

* Team spirit
* Common sense
* A calm, unflappable manner
* Sense of humour
* IT skills – excellent in MS Office (Word, Ppt, Excel, Outlook)
* Flexibility to adapt to a range of situations
* Great organisational skills

**Competitive salary**

**Radiocentre benefits**

Following a 6 month probation period, these benefits are available:

* 2.5% performance related bonus
* 2.5% industry related bonus (dependent on industry performance)
* Company pension – up to 5.25%
* Permanent Health Insurance
* Life assurance cover on joining
* Critical Illness cover
* Private medical and dental cover
* Wellbeing fund for physical/mental development
* Season ticket loan

To apply

Please e-mail the following to [faye.chapman@radiocentre.org](mailto:faye.chapman@radiocentre.org) by Friday 18 September 2015:

* Your CV (no longer than 2 pages)
* A short covering letter addressed to Siobhan Kenny explaining why you are a suitable candidate for the role.