

EA to founder/CEO

Location: Central Oxford

Reports to: CEO

Salary: £45,000 to £55,000 (+ bonus)

Type: Permanent/full-time



We are looking to recruit an intelligent, pro-active and client-centric executive assistant, who will provide crucial support for both our exacting founder & CEO, attending some external client meetings and awards dinners in London with him, and also supporting our small senior management team.

Candidates would ideally be ambitious graduates preferably with previous senior executive support experience at a fast-growth company; **or** from a more client-facing role, with a strong service and problem-solving orientation. You will be either a career EA, looking to offer a long-term commitment to an exciting, varied role with more influence on and involvement in the business than a standard EA role; or an ambitious candidate looking to gain 3-5 years' experience and exposure to all parts of the chief executive's role, using it as a stepping stone to a senior executive or entrepreneurial career.

The CEO's current executive assistant has returned to work following maternity leave in a part-time role, working remotely, and will be taking on more responsibility for the company's financial analysis and budgeting. Therefore we are looking for someone able to offer full-time commitment to this demanding, but exciting, full-time role in Oxford.

The role & responsibilities

- *Executive support:* support the CEO in all aspects of his working life as his 'right-hand person', acting as his deputy for internal projects and gaining full exposure to all areas of the business; working closely alongside his current EA, who works part-time and remotely, and also provide support to the senior management team
- *Client-services support:* accompany the CEO to important meetings and national awards dinners, predominantly in London, with our sponsors and entrepreneur VIPs, ensuring he is fully prepared and then acting as a second pair of eyes, to help follow-up agreed action points, including draft and edit important sponsorship proposals and contracts; develop relationships with our key VIPs, to assist the CEO with increasing engagement with both our blue-chip clients and the entrepreneur attendees and speakers at our highly-regarded, invitation-only events
- *People development:* take overall responsibility on behalf of the CEO for the office HR, supported by our excellent office manager, helping create a more comprehensive and vibrant approach to all aspects of HR and staff development, including reinforcing our culture of continuous improvement and encouraging take-up of our internal and external training programmes; build a strong internal network, ensuring relevant information is shared amongst the teams, and dealing with or flagging any issues to the CEO when required

The candidate

Needs to have

- Excellent academic background, with min. 2.1 hon's degree from a Russell Group university
- At least four years' relevant experience, ideally in a client-facing or commercial role
- Excellent written and verbal communication skills
- Ideally a good understanding of company financials, and their relevance to our different league tables and sponsors' target markets
- Exceptional stakeholder management – both internal and external

Needs to be

- A quick learner – responsive to working in a changing environment
- Detail orientated
- Adept at researching and presenting information in a concise and relevant manner
- One step ahead of what is coming next and juggling priorities accordingly

- Able to question, challenge and drive change
- Confident interacting with CEOs and key stakeholder VIPs

The company

Who we are

- Fast Track is the UK's leading research and networking events company focused on top-performing private companies and entrepreneurs, from the fastest-growing tech companies to the largest private companies, which we rank in our league tables in **The Sunday Times**
- It was founded in 1997 by our chief executive Hamish Stevenson with cornerstone, and ongoing, support from Richard Branson and Virgin
- Our sole source of revenue is from our blue-chip sponsors, who use their sponsorship to raise their profile amongst different types of private companies, and to meet and win new business from hard-to-reach entrepreneurs and directors at our company visits and networking events
- We employ 26 full-time members of staff, and eight freelance researchers; many staff have worked with Fast Track for over ten years

What we do

- We research and publish seven annual private company league tables with **The Sunday Times**; and our 30+ highly-regarded, invitation-only events create valuable networking opportunities for their entrepreneurial directors and our sponsors
- We conduct 350 annual research visits to companies shortlisted for our league tables, accompanied by partners from our sponsors, where we interview the founders, chief executives and finance directors
- Our sponsors include: Virgin (all 22 yrs); HSBC, Lloyds, PwC, and UBS Wealth Management (15+ yrs); Barclays, BDO, Hiscox, Grant Thornton and Virgin Atlantic (10+ yrs); BGF, BMW and Linklaters (5+ yrs); DHL and N+1 Singer (3 yrs); and Oracle Netsuite and Santander (1 yr)
- Attendees and speakers at our events range from founders of our alumni growth companies such as Fever-Tree, Matchesfashion.com and Skyscanner, to the founders and CEOs of our alumni from the largest private companies such as Ineos, Dyson, and Pret A Manger

How to apply

Please email jobs@fasttrack.co.uk, in confidence, with your max. one-page application letter, including your current and expected remuneration, notice period, and where you saw the vacancy; and a copy of your CV.

For further info, contact Faye Preston-Smith or Lizzie Ritz on **01865 297100**.

How the recruitment process will work

- *Online assessment*: all applications will be reviewed, and selected candidates will be asked to complete a one-hour online exercises
- *Telephone interviews*: after the online exercises have been assessed, shortlisted candidates will be telephone-interviewed by a member of the team, before we potentially invite you to one of our second-round interview evenings at Fast Track's offices in St Clements, Oxford
- *Assessment for second round*: After the telephone interview, short-listed candidates may be asked to send a sample of your work and/or undertake an online skills assessment, before being invited to one of our second-round interview evenings at Fast Track's offices in St Clements, Oxford
- *Interview evening*: we will aim to hold multiple dates between now and Wednesday 20 March, to accommodate as many candidates as possible. These interview evenings typically last from 5pm to 8pm, and will include candidates from across the roles.

- The interview evening will start with a presentation about the company and the different roles, then candidates will have the opportunity to ask questions. This will be followed by one short written skills-based exercise (no preparation needed), a short individual interview, and a more informal chat with senior members of our team. (Note: these are not group interviews or tasks, merely a more efficient way for us to manage the time of our senior management team as we are recruiting for multiple roles)
- *Follow-up final round interviews:* all final-stage candidates for the more senior roles, and any other candidates where necessary, will be invited back for a final round of in-depth interviews, including with other members of the team.