

## Job Guidelines

<b>Job Title</b>	<b>Executive Assistant</b>	<b>Reporting to</b>	<b>Chief Executive</b>
<b>Date Reviewed</b>	<b>August 2025</b>	<b>Reporting to you</b>	<b>N/A</b>

## Job Role:

The role is full time and office based at our Bridge of Don HQ.

## Person specification:

A solution focused multi-tasker with excellent administration skills, the Executive Assistant to the Chamber Chief Executive (CE) and wider senior team must be capable of working at pace and with accuracy, excel at prioritisation and time management, with the ability to learn new skills quickly and easily and adaptable to provide support to all Chamber teams when required.

Equally important is an interest in both local and national issues affecting businesses in our region, a proactive approach to delivering tasks and the ability to foster excellent working relationships with member companies and key external stakeholders.

## Key responsibilities:

- Provide a front-line contact and liaison point for the CE
- Extensive diary management for CE including provision of papers, background information and intel ahead of meetings
- Draft letters, emails and other content on behalf of the CE
- Provide in-depth proof-reading feedback on updated and new Chamber-wide materials and publications
- Maintain operational activity of CE's mailbox and enquiries when CE out of office, by direct responses and feeding information to Directors/Managers for follow up as appropriate
- Manage CE's LinkedIn connections, ensuring optimal opportunities to forge new relationships both from membership and strategic perspectives
- Organise quarterly Board meetings including securing venues, preparing and issuing Board papers
- Work with the senior team to deliver on Chamber strategy and planning objectives
- Oversee generation of the monthly Financial and Operations report including timely input, editing content, population of CE activity and visual content
- Contribute to the development of Chamber activity by identifying ways in which the organisation can work more effectively

- Identify and pass potential new member leads to the Commercial team and feed relevant story lines to the Comms team
- Liaison with key contacts within our Premier Partners and Platinum members maintaining clear communication channels including the coordination of senior-level Premier Partners/Platinum members events
- Ensure CE's activity with Premier Partners/Platinum members is captured and updated as well as proactively ensuring ongoing close working relationships at all levels
- Maintain close liaison with British Chambers, local, national and UK government agencies to contribute on delivery of policy objectives
- Act as support to the HR coordinator as required in personnel related activities
- And, of course, other tasks that will undoubtedly be assigned to you from time to time!

#### **You must:**

- Be passionate, motivated and with a can-do attitude
- Be highly literate and numerate with strong Microsoft Office and CRM skills
- Have had previous senior level PA/EA experience
- Be organised and diligent with obsessive attention to detail
- Be able to remain cool, calm and collected under pressure
- Be confident dealing with people face to face and by telephone
- Be able to think on your feet and prioritise competing demands
- Be an excellent communicator with strong negotiation skills
- Maintain a high level of confidentiality at all times
- Have a full UK driving licence

#### **You'll feel at home if:**

- You are comfortable interacting with people at all levels including high profile/senior level figures in business and politics
- You have a strong existing network of peers and contacts in the region
- You thrive on working in a dynamic, high pressure environment
- You care about the success of the North-east region, its people and businesses
- You enjoy working collaboratively with colleagues to deliver collective success
- You can come up with creative solutions for everyday problems

#### **Why you should want to work with our team:**

- 30 days leave, inclusive of public holidays rising to 35 days after 5 years
- Workplace Personal pension scheme
- Pension salary exchange
- Social activities – from a Christmas party to activity days and much more
- Legal access scheme
- Life assurance cover
- Westfield Health medical insurance scheme

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## Our mission statement and key aims:

Aberdeen & Grampian Chamber of Commerce exists to create connections so that the economy of the north-east can prosper.

We're here for two simple reasons. To support businesses to be better today while helping create the economic conditions to enable the future success of our region. We provide:

- Research to *connect* businesses with the answers to their problems
- Trade documentation to seamlessly *connect* goods to market
- Bulletins to *connect* our members with their audiences and news they need to know
- Events to *connect like-minded people* to do learn, develop and do business
- Training to *connect* our business community with the skills they need to thrive
- Lobbying to *connect* business with the decision makers who matter

## Our Values:

- We are proactive in seeking the views of key stakeholders and acting as a strong collective voice for business
- We are visible and high profile in the business community
- We are regarded as thought leaders but with a reputation for doing rather than just talking
- We are fully engaged in shaping and influencing the key regional economic development and sector diversification agendas
- We seek to stimulate business, solve problems and open doors through collaboration with partners in mutually beneficial activities
- We aim to introduce pace by cutting through red tape and inertia
- We act as a critical friend
- We have our members at the heart of everything we do, creating a powerful and cohesive force, enabling us to achieve together what we could not individually

## Our Culture:

- We aim to be an organisation that the best people aspire to work for, operating in an inclusive, open and transparent way with a culture of continuous improvement
- We aim to provide the working environment and equipment that enables staff to enjoy and excel in their roles
- We are committed to the personal development of our people
- We operate a 'one team' ethos: working cross functionally to deliver our goals
- We are focused on the things that matter
- We operate as an extension to our members' teams
- We promote innovative and creative behaviours while remaining fanatical about the detail
- We work hard, have fun and celebrate success
- We think and act like winners