

## DESCRIPTION FOR CANDIDATES

<b>Title:</b>	Executive Assistant
<b>Salary:</b>	£24,000 - £28,000 (experience dependent)
<b>Location:</b>	Loughborough
<b>Hours of Work:</b>	40 hours/week <i>(Flexibility &amp; availability outside normal office hours is essential)</i>
<b>Start Date:</b>	February or April 2024
<b>Duration:</b>	Full-time Permanent
<b>Responsible to:</b>	CEO: Martin MacDonald <i>Head of Nutrition: Sarah Duffield</i>

### SUMMARY OF POSITION

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The Mac-Nutrition Collective is a syndicate of companies working to promote & further evidence-based nutrition, through education ([www.Mac-NutritionUni.com](http://www.Mac-NutritionUni.com)), mentoring ([www.Mac-NutritionMentoringLab.com](http://www.Mac-NutritionMentoringLab.com)) and consultancy ([www.Mac-Nutrition.com](http://www.Mac-Nutrition.com) & [www.Martin-Macdonald.com](http://www.Martin-Macdonald.com)).

The Executive Assistant role is an exciting opportunity to join a young, vibrant, and world-renowned company in the field of nutrition. Be part of a unique and developing core team in a fast moving and ever adapting environment where your opinions and thoughts can be heard.

As the primary support to the CEO and management team, this is a vital position that requires excellent organisation, communication, and adaptability but not necessarily many years of experience! You will be involved in a full range of administration and organisational duties as well as providing support to our customer services and events team.

Full training will be provided on all aspects of the job and there is scope for career progression within the company. We would encourage and support the successful candidate to develop the role to make it their own and ultimately establish themselves as an integral member of the Mac-Nutrition Collective team.

## PERSON SPECIFICATION

### QUALIFICATIONS AND EXPERIENCE

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#### Essential

- Excellent written and verbal communication skills
- Computer proficiency with IT systems, MS Office, Web Browsers and Mac Mail/Gmail
- GCSE (or equivalent) in English Literature and Language (Grade B/6 or above)
- GCSE (or equivalent) in Maths (Grade B/6 or above)

#### Desirable

- Experience within a service-based industry, administration, personal/executive assistant or customer service role
- Ability to touch-type
- Aware of The Mac-Nutrition Collective and our activities
- Any knowledge or experience in email marketing platforms (e.g. MailChimp)

### ESSENTIAL SKILLS AND ABILITIES

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#### Essential

- Ability to communicate clearly and fluently, in English
- Demonstrate a strong sense of ownership and teamwork
- Strong organisational skills with the ability to multitask, prioritise own workload, and balance conflicting demands and tight deadlines
- Excellent attention to detail and accuracy

## PERSONAL DISPOSITION

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- Displays an energetic, positive, helpful and ‘above and beyond’ can-do (not a clock-in, clock out) attitude with a willingness to get involved in a wide variety of tasks
- Willing to support others in the pursuit of business goals
- Highly motivated with a passion for the brand vision
- Honest, loyal, hard-working and reliable

## KEY OPPORTUNITIES AND ACTIVITIES/DUTIES

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- Providing high-level administrative support to executives, including coordinating meetings & agendas
- Providing PA support to the CEO including daily diary organisation, management of the PA@ mailbox and support on bigger operational projects e.g. pushing projects along, seeking updates and/or making sure that everyone has the appropriate information
- Being a key part of the team that organises and runs Mac-Nutrition Collective & Martin MacDonald events including, but not limited to; researching and purchasing event merchandise; processing & recording event bookings/orders; researching & liaising with event venues; travel arrangements for executives & staff
- Supporting the administration & customer service team to provide excellent customer service to the public, our clients and students, prospective clients and students, the media and other businesses via a range of communication channels (email, WhatsApp, telephone and social media)
- Any other duties as may be requested.

## APPLICATIONS

Please complete the application form by following [this link](#)

**Deadline for applications:** Sunday 28<sup>th</sup> January 2024

***Please submit your application as early as possible:*** Interviews will be completed on an ongoing basis for the right applicants and we reserve the right to close this vacancy early.