

JOB DESCRIPTION

EXECUTIVE ASSISTANT



Job title	Executive Assistant
Reporting to	COO
Job location	Hybrid – Ipswich office min. 2 days a week/Home-based
Employment status	Permanent, Full-Time

ABOUT US

The **DPO Centre** is a data protection compliance consultancy formed in the UK in 2017. We provide outsourced Data Protection Officers, privacy consultancy services and GDPR representation to over 700 organisations globally. The DPO Centre group consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin and The DPO Center B.V in The Netherlands, together with a network of representation offices throughout the 27 EU Member States.

OUR CULTURE

In support of our #OneTeam philosophy, our mission is "*To inspire and develop one remarkable team, that delivers the extraordinary*". Contact with the other members of our team will be frequent, as are the opportunities for team social activities. This therefore not only fulfils our commitment to exchange knowledge, share experiences, improve our processes and constantly improve on the best practice framework employed with our clients, but also to ensure that our new recruits quickly become integral to our motivated, sociable, and connected team.

WHY JOIN THE TEAM?

We offer the opportunity to work in a dynamic, varied and challenging role, alongside a group of like-minded and motivated professionals, within a structured, organised and coordinated team.

As a learning organisation, we provide training, shadowing opportunities and personal development to our employees.

OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, avid readers, ultra-runners, budding photographers, keen travellers amongst others. Our team comes not only from the UK and The Netherlands, but from all corners of the world, New Zealand, Argentina, Mauritius, Mexico, South Africa to name a few. Please see for yourself on [our team](#) page.

COMPENSATION

- £35,000 per annum depending on experience + Benefits
- 10% bonus scheme (non-contractual)

BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development
- Additional information on our [benefits](#)

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com

CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support our continued growth, we require an exceptional Executive Assistant who will also provide support to our HR team. As an Executive Assistant your role will be to support our CEO and COO with diary management and travel arrangements. You will also play an integral role in coordinating the onboarding process of our new joiners and assisting with our recruitment activities.

You will need to demonstrate excellent communication and organisational skills, have the ability to prioritise your workload and to work in a structured manner.

This role is based in our Ipswich office, with a balance of hybrid working.

DUTIES AND RESPONSIBILITIES

Executive Assistant

- Diary planning and management and support with the day-to-day activities of the CEO and COO
- Proactive research and organisation of local and global travel logistics
- Stakeholder meeting minutes, including preparation and attendance of meetings, producing minutes and follow up actions.
- Co-ordinating travel arrangements including trains, flights and accommodation for all employees
- Organising team events including monthly Office/Pod days, quarterly All-Hands and other social events as required
- Providing general administrative support

HR Support

- Support with the lifecycle of new joiners' onboarding activities
- Liaise with internal and external stakeholders to ensure hardware and appropriate software is ready for the new joiners on their first day
- Liaise with all relevant departments to ensure key activities relating to new joiners' onboarding are completed in a timely manner and any obstacles are notified to the Head of HR
- Responsible for reference check process for offered candidates, including DBS checks when required
- Support with the probationary processes of new employees
- Purchasing equipment for employees as per company policy
- Review Display Screen Equipment (DSE) Assessment and recommend appropriate remediation
- Updating general HR related information on HR system
- Support with HR projects and other administrative tasks

PERSON SPECIFICATION

Education and experience:

- A degree level qualification
- However, 5+ years' experience in EA roles is more valued, ideally from a professional service-related environment

Personal:

- An enthusiastic team player with a 'Can Do' approach and resilient attitude
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- A willingness to learn, work hard, contribute to the team and develop new skills
- The ability to multitask and prioritise an everchanging workload

Required skills:

- Outstanding attention to detail
- Able to maintain confidentiality, whilst instilling trustworthiness
- Adaptability whilst staying calm in high pressure scenarios
- Excellent IT skills: Full Microsoft Office suite
- Highly organised, structured and disciplined
- The ability to work under pressure and juggle multiple active priorities
- Excellent written, verbal and non-verbal communication skills
- The ability to work autonomously

Advantageous skills

- Knowledge of the GDPR and UK/EU Data Protection Regulations

Career Progression

- Opportunities across the business, especially in HR, supported by your individual personal development plan

HOW TO APPLY

Submit your interest by completing the application process via the link provided. For any queries, please contact us at recruitment@dpocentre.com

Click [here](#) to view our Recruitment Candidate Privacy Notice.