

**PA to the CEO / Office Manager**  
**Full Time**  
**London based**

OVERVIEW:

- Assisting the CEO with professional and personal communication, scheduling and diary management.
- Develop and implement new administrative systems to ensure the smooth running of the office.
- Arranging all travel and accommodation for both the CEO and team.
- Pro-actively identifying upcoming appointments/meetings/events to ensure the CEO and team are coordinated and prepared.
- Inbox management, screening phone calls and visitors to the office.
- Assisting with meetings and events.
- Use a range of office software, including email, spreadsheets and databases.
- Maintain the condition of the office, record office expenditure and manage the budget, order stationary/equipment and arrange for repairs as necessary.

KEY COMPETENCIES:

- Business-minded, efficient, enthusiastic and proactive.
- Able to 'hold the fort' and work autonomously with good decision-making skills.
- Confidentiality and discretion at all times.
- Strong communication including excellent written and spoken English, interpersonal skills and attention to detail.
- Strong prioritisation and organisational skills.

Please send a covering letter detailing your suitability for this role and why you would like to work with Ananas Anam along with a CV to:

Utami Giles  
[Utami.giles@ananas-anam.com](mailto:Utami.giles@ananas-anam.com)

By 16th November 2017.