**Executive Assistant**

**Job description**

Making The Leap is a charity committed to helping young people realise their full potential. We have helped thousands of young Londoners into great opportunities, and have built pioneering training programmes to raise the aspirations of pupils in some of London’s toughest schools.

We are now seeking a bright, friendly and hard-working person to join as an Executive Assistant to provide essential administrative support to the Chief Executive and be his “right hand”. This is a ‘full-on’ role within an excellent organisation and a great opportunity for someone that wants to be at the very core of what we do.

Salary - £25,000 - £30,000

Location - Kensal Green, London

**The Role:**

* To be an aide to the Chief Executive and the Trustees of the charity
* To schedule  and organise the Chief Executive’s activities
* To be responsible for all the high level administration of the organisation (e.g. HR, etc)
* To organise events
* To be the Office Manager

**The Person:**

* Friendly, ambitious and have a ‘can do’ attitude
* Bright, hard-working and the ability to communicate excellently, in both written and verbal form
* Have the ability to work with existing administration systems and procedures and if necessary, develop effective new ones
* Very competent on business packages such as Word, Excel, Outlook and Publisher
* Very organised and the ability to multi-task
* Great attention to detail
* Team player
* Tactful and diplomatic
* Ability to handle extremely confidential information

\***Please note: Any application that does not include a covering letter will not be considered.**

If you wish to be considered, please e-mail us your CV and a Covering letter explaining your interest in this position to Bethany Proud @ bethany.proud@mtl.org.uk