



Executive
Assistant

Welcome

Dear Candidate,

We're delighted that you have expressed interest in joining the Starfish Team. Starfish Search is an executive search and interim talent business with a strong commitment to social purpose. We have set out to be a different type of recruitment firm – one that is keen to challenge the perception of our industry through the partnerships we build and the way we support our clients at all levels. We want to strengthen the connection between the recruitment of great leaders and social change. We work across all sectors and our candidates, regardless of their professional background, all bring their social conscience to work.

Since we launched in March 2019, we have grown our client base rapidly and continue to do so. As Executive Assistant to the CEO at Starfish you will play a key role in supporting an agile and growing business; helping our CEO to deliver the high-quality service that defines all aspects of Starfish. The work will be interesting and varied, exposing you to a broad range of organisations and sectors.

We're looking for curious, enthusiastic and self-motivated team players with the skills to operate successfully in a customer focused environment that moves at pace. You will need to be a natural problem solver with initiative and a demeanour that secures the confidence of colleagues and clients quickly. With strong attention to detail and a successful track record of providing administrative support within a customer driven business, you will be someone who can confidently multi-task and manage competing priorities.

Above all, we are looking for people with potential who will embrace the opportunity to play an important role in a fresh and dynamic company and who show a genuine interest in the clients and candidates we work with. We are committed to diversity and seeking applications from candidates of all backgrounds who meet the criteria.

To find out more on Starfish Search, please visit www.starfishsearch.com. To apply, please follow the guidance later in this pack.

The Starfish Team



About Us

Starfish Search was founded in March 2019 by Graham Goodwin (Chair), Juliet Taylor (CEO) and three Directors: Catherine Kift, Katy Giddens and Rob Stirk.

Since then, we have grown to a team of 18 and during that time have worked on over 80 assignments with a broad range of clients including:



Further information on who we are and what we do, please visit www.starfishsearch.com

The Role

Role Title Executive Assistant to the CEO

Role Purpose To provide consistently high-quality administrative support to the Chief Executive Officer.

Key Responsibilities

- Support the CEO with all aspects of complex diary management/inbox management
- Arrange client and candidate meetings and BD meetings
- Represent the CEO in her absence and on her behalf by reflecting the Starfish Brand in the best way possible
- Ensuring the CEO always feels supported by being one step ahead
- Ensuring all clients and candidates have access to CEO's time
- Ensuring CEO's admin tasks are complete
- Being a point of contact to clients and candidates outside of CEO's remit and representing her in the best possible way
- Providing outstanding candidate and client care
- Supporting the team with overflow work



Person Specification

Knowledge and Experience

- Must have recent proven work experience as an Executive Assistant in a corporate, client centric environment with the confidence to engage at all levels
- Knowledge of office management systems and procedures
- Experience and proficiency of using MS Office programmes
- Excellent verbal and written communications skills including proficiency in English
- Educated to degree level is desirable but not essential

Key Responsibilities

- Interpersonal skills – the ability to build relationships with your manager (in particular know their likes, dislikes, how they like to prepare for meetings, understand their priorities and challenges), stakeholders, suppliers
- Adaptable – being able to adapt to challenging diary situations where candidate/client care is key, able to manage daily competing priorities
- Excellent attention to detail, ensuring work is produced accurately and of the highest possible standard
- Ability to multitask and prioritise daily workload, managing conflicting priorities and unforeseen changes

Attributes

- Organised and efficient and being interested to learn how Starfish and their Directors operate
- Punctual and reliable; your manager will rely on you heavily to be there, get things done and be available to them
- Discretion and trustworthiness; you will often be party to confidential information that may impact colleagues or the direction of the business. Your manager needs to trust you with such information.
- Flexibility and adaptability; ability to meet deadlines across changing priorities and deadlines
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion
- Positive attitude
- Team player
- Resilient and open to constructive feedback
- Ability to thrive in an ever changing and busy environment



Terms of appointment

Salary

Up to £30,000 dependent on experience.

Location

Airedale House, Albion Street, Leeds LS1 5AP.

Pension

5% employer pension contribution.

Annual leave

25 days per annum plus Bank Holidays.

Contract

This is a permanent full-time appointment although we will consider flexible approaches to its fulfilment.

Contract

Group life assurance up to four times salary, optional private medical insurance on successful completion of probationary period.

How to apply

To make an application, please email us at EAreruitment@starfishsearch.com with:

- Your CV.
- A covering letter that tells us why you think this role is the right move for you and responds to what we are looking for.

Our commitment to Diversity & Inclusion

Starfish Search is committed to building a diverse and inclusive business that supports people to reach their full potential. We actively encourage applicants from underrepresented groups. If you need any adjustments made to the application process to accommodate your needs, please let us know.

Closing date for applications midnight on 14th May 2021.

We apologise that we will only be able to contact candidates who are successful in progressing on this occasion.

