

Role: Remote Personal Assistant

Location: Virtual

Start date: Immediately

Salary: £12K pro rated for 2 days a week

The skills we're looking for: We are looking for a Remote Personal Assistant to provide administrative support to our CEO and Senior Team while working remotely. As a Virtual Assistant, you will perform various administrative tasks, including answering emails, scheduling meetings and making travel arrangements. For this role, a strong internet connection is required, along with experience using communication tools like Zoom, Teams, Google meet and proficiency in using Google Docs and Sheets. Ultimately, you should be able to handle administrative projects and deliver high-quality work under minimum supervision.

Reporting into: Chief Executive Officer

Apply: Send your CV and cover letter to recruitment@givenagency.com. Tell us why Given and why this role

Application closes: TBC

The Role:

- Respond to emails and phone calls
- Schedule meetings
- Book travel and accommodation
- Manage a contact list
- Prepare spreadsheets and keep online records
- Organise calendars
- Create or assist in preparing presentations, as assigned, sending out agendas for meetings
- Address employees administrative queries
- Make client specific purchases as and when needed

About You:

- Proven experience as a Virtual Assistant or relevant role
- Familiarity with current technologies, like desktop sharing, cloud services and VoIP
- Experience with word-processing software and spreadsheets (e.g. Google Docs)
- Knowledge of online calendars and scheduling (e.g. Google Calendar)
- Excellent phone, email and instant messaging communication skills
- Excellent time management skills
- Solid organisational skills

About Us:

We're Given – the agency for purpose-driven brands. Founded in 2009 to help brands and business become a force for good, we've shaped sustainability strategies, dreamt up integrated creative campaigns and built impactful brands – all with a laser focus on creating positive change in the world. Our work has helped national and international brands like IKEA, John Lewis & Partners, Nationwide, Shelter, Aviva, Trainline, Calvin Klein, Yorkshire Water, Napapijri, Tommy Hilfiger, and many others, define and execute on their brand purpose. We fundamentally believe it takes both insightful strategy and imaginative creativity to change things for good, so we have both under the same East London roof.

We are growing approximately 40% year on year with a constant flow of incredibly talented, ambitious and smart people. We instill a culture based on trust, mutuality and belonging, and we strive to deliver a high performing, high support environment where everyone can thrive. We move fast, because the demand for our work pushes us to, and we aren't afraid to fail fast and keep going. We empower our employees to make decisions with no red tape and no fear of reprisal, as long as they take ownership and develop along the way.

For our people:

- We offer 26 days paid holiday per calendar year pro rata, plus public holidays. We also close the office between Christmas and New Year, which is in addition to your paid holiday allowance
- Above industry standard company bonus scheme
- Pension scheme with Aviva, eligible after passing probation
- Health plan with SimplyHealth, eligible after passing probation
- £100 working from home allowance to help your home office set up, eligible after passing probation
- A tenure bonus reward after 3 and 6 years of employment
- Work from anywhere for 1 month of the year, after your first year of employment
- Access to our Given Campus for training and development needs
- Interest free season ticket loan and Bike to Work scheme

Given strives to be an equal opportunities employer and everyone's commitment to this process will be expected. We are proud to be different and that starts with our people. We believe in equal opportunities for everyone. Individuality is what makes us great, we want everyone to bring their full self to work and create something amazing. We are happy to discuss flexible and agile approaches to working for all our roles - we can't promise we will be able to offer you everything you want or need but we do promise to discuss it with you openly and honestly. If you have any reasonable adjustments needs arising from a disability or medical condition to fully participate in the recruitment process, please discuss it with our recruitment team.