

GENTLEMAN'S JOURNAL

Executive Assistant

The Details

Gentleman's Journal is looking for an Executive Assistant to work across the GJ portfolio, for print, online, video, events, branding, and our newly formed contract publishing arm of the business, GStudio. The Executive Assistant will primarily manage the Editor in Chief's busy workload, providing support for him on a one-to-one basis.

Gentleman's Journal is expanding, so this is an exciting new role. The right candidate will be eager to join a growing company that creates beautiful content and innovative experiences for some of the world's best-known luxury brands. They will have strong administrative skills, a can-do attitude, and will be eager to work in a fast-paced and exciting office.

Tasks will cover everything needed to keep the office running smoothly and efficiently, from answering the phone and dealing with enquiries, to office management, courier bookings, and managing the Editor In Chief's diary. You will also be tasked with helping to prepare for the many events that Gentleman's Journal organises, so experience in project management is ideal.

A passion and understanding for all things Gentleman's Journal is a must, including politics, style, culture and entertainment, as is a charismatic and dynamic personality, and a hard-working ethos.

Apply with your CV and cover letter to Harry@thegentlemansjournal.com.

Key areas of responsibility:

- Answering the phone, organising and scheduling meetings, preparing meeting agendas, taking minutes, and managing the Editor in Chief's diary
- Booking business travel arrangements, flights and hotels for senior members of staff
- Liaise with visiting clients and guests
- Perform reception duties
- Main strong relationships with departments across GJ
- Solve IT issues when necessary
- Perform ad-hoc tasks as and when needed
- Ensure the smooth running of the office and implement the necessary processes to do so

The person:

- Previous executive assistant experience
- Attention to detail
- Brilliant communication skills
- Eagerness to learn
- Flexible and
- Ability to multitask
- Self-motivated and proactive
- Professional and friendly
- Strong writing skills
- Articulate, clear and concise
- Experience in project/event management is preferred but not necessary