



Executive Assistant to the Management Team

Location: Our office in Birmingham, UK

Type: Permanent, Full Time

Compensation: £26,000 - £30,000 annual salary, **depending on experience and qualifications**

- Do you care deeply about environmental sustainability?
- Have you always wanted to work in a modern, dynamic startup environment?
- Are you a powerhouse of raw, potential, looking to make an impact and jumpstart your career in a fast-growing industry?

You might fit right in with us. We need an **Executive Assistant** to join our team!

About us:

At [Hestia](#), we're on a mission to make every home in Great Britain sustainable – helping people to live greener, healthier, and happier lives. We are innovators in the built environment. We make residential retrofit easy and affordable by introducing technology to improve the speed, accuracy, margins, and customer experience of the overall process.

Role Overview:

We are looking for a proactive and organized **Executive Assistant** to support our management team. This role is crucial in managing and streamlining the daily operations of our executives, helping them stay focused on strategic goals. You will report straight to our Chief Operating Officer. Come join us in creating an awesome place to work, where our values aren't just words on a wall. If you're looking to play a big part in a buzzing startup that's all about making a difference, this is your shot!

Key Responsibilities:

- **Administrative Support:** Manage and optimize executive calendars, coordinate meetings, and oversee travel logistics.
- **Communication:** Handle correspondence, ensuring clear and prompt communication with internal and external stakeholders.
- **Document Management:** Prepare reports, presentations, and briefs. Manage files and handle confidential information with discretion.

- **Project Assistance:** Support project management efforts, ensuring adherence to deadlines and facilitating communication between project teams.
- **Event Planning and coordination:** Assist in organizing company events and meetings. Organise internal and external events, including logistics for business conferences, company retreats, and team-building activities.
- **Communication Management:** Handle incoming calls and emails, draft correspondence, and manage social media interactions when necessary.
- **Research and Reporting:** Conduct research on market trends or operational improvements, compiling findings into reports to aid strategic planning.
- **Human Resources Support:** Support the recruitment process, from scheduling interviews to initial candidate screenings.
- **IT and Resource Coordination:** Manage office supplies, coordinate IT support, and troubleshoot basic technical issues.
- **Personal Errands and Support:** Undertake personal tasks for executives, enhancing their capacity to focus on critical business strategies.

Requirements

Essential Skills and Qualifications:

- **Experience in Administrative Roles:** Proven track record as a Personal Assistant, Executive Assistant, or similar role, with experience managing multiple tasks in a fast-paced environment.
- **Organizational Skills:** Exceptional organizational and time management skills to handle complex calendars, travel arrangements, and event logistics.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to manage professional correspondence and engage with stakeholders on various platforms.
- **Technical Proficiency:** Strong proficiency in MS Office, familiarity with project management software, and an ability to manage basic IT troubleshooting.
- **Multitasking Ability:** Demonstrated ability to prioritize and manage multiple projects simultaneously, while maintaining sharp attention to detail.
- **Discretion:** High level of discretion and confidentiality, capable of handling sensitive information with integrity.
- **Adaptability:** Flexibility to adapt to changing priorities and job duties as the startup evolves.

Desirable Attributes:

- **Project Management Experience:** Hands-on experience with project management tools and techniques; ability to coordinate and track multiple project elements.
- **HR and Recruitment Support:** Experience in supporting human resources tasks, including recruitment and onboarding processes.
- **Event Planning Expertise:** Proven ability to plan and execute both small and large-scale events.
- **Educational Background:** Bachelor's degree in Business Administration, Communications, or a related field is preferred but not mandatory.

Why You'll Love working with us:

At Hestia, we're not just retrofitting homes, we're reimagining Britain's future—one sustainable home at a time. We're all in on the vision of making every home super kind to the planet, where living green equates to living fully. It's a bold dream, sure, but the best parts of history come from people who dream big.

We offer a fun, cohesive and flexible working environment with a bright and diverse team that thrives on achieving the ambitions we aim for.

We aren't everyday people, so we don't have everyday values. Our core values are the compass that guides us:

1. **We do the right thing** - we know right from wrong. When in doubt we ask, 'How would I want to be treated?'
2. **We are committed** - to the mission and to each other.
3. **We start with 'why not'** - just because it is, doesn't mean it should be. We are critical thinkers who don't shy away from a challenge to solve big problems. We know creativity takes courage -- we love 'this may sound wild but...'
4. **We get stuff done** - when we commit, we always deliver.
5. **We have a high bar** - we maintain the highest standards and aspire to be the best in everything we do.
6. **We give feedback as a gift** - we tell each other the truth and encourage a mindset of continuous learning and growth. We develop one another through apprenticeship and mentoring.
7. **We let our freak flags fly** - we don't merely tolerate, but celebrate diverse perspectives, personalities and life experiences.

How to Apply:

Are you ready? **Send your resume and a cover letter explaining why you're the perfect fit for Hestia to chenai@hestia.homes.** We can't wait to meet you!