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| **JOB DESCRIPTION**  **SENIOR EXECUTIVE ASSISTANT to SECRETARY GENERAL** | |
| **JOB TITLE:**  Senior Executive Assistant to the Secretary General | **LOCATION:**  Walsingham House 35 Seething Lane, London |
| **REPORTING TO:**  Secretary General | **WORKING WITH:**  ICS Chair and Vice Chairs  ICS Directors as required,  Members of the ICS Secretariat as required,  National and Regional Shipowner Associations,  IMO, ILO and other UN Agencies |
| Ensuring the smooth running of the office and provide a high level of administrative and business support to the Secretary General and ICS Chair. Provide line management for the Administrative Coordinator and wider administrative support to the organisation. | |
| **JOB CONTENT:**  To assist the Secretary General in delivering the ICS Strategy, as approved by the Board, by helping to prioritise tasks and providing the essential administrative and business support.  Proactively manage correspondence, diary and travel arrangements for the Secretary General.  Work with colleagues to ensure key speeches, presentations and interventions are prepared for the Secretary General and Chairman.  Liaise with colleagues to provide briefs and interventions for key meetings, take notes and ensure follow up actions are undertaken.  With the support of the Administrative Coordinator and working with other business and commercial colleagues, provide essential administrative support to other ICS team members including sending circulars, arranging meetings, corresponding with members and external agencies and organising travel.  Organise, collate agenda, gather departmental reports and act as minute taker for the monthly Management Board meetings.  Assist the Deputy Secretary General in organising and supporting the main ICS Board meeting both in London and abroad.  Build strong, credible relationships with key members and external parties and establish the office as a first point of contact for enquiries for the Secretary General and Chair. | **EXPERIENCE, QUALIFICATION & SKILLS:**  Educated to degree level or equivalent  Exceptional organisational and project management skills  Capability to organise and manage the work of others  High levels of flexibility and adaptability and a track record of improving and implementing business processes  Flawless communication and presentation skills, both written and verbal  The ability to multitask and prioritise an everchanging workload  The ability to work under pressure and reach deadlines  Problem-solving and decision-making skills  The ability to work autonomously  Strong business and commercial acumen  The ability to communicate with and present to senior management both internally and externally  The ability to build relationships at all levels across the business and with external contacts  Experience using the full Microsoft Office suite  Drafting, writing and research skills |
| **25 August 2021** | |