



Executive Assistant – 1 year Fixed Term Contract

Location: Leopardstown, Dublin 18

Job Purpose

As an Executive Assistant for the Risk and Compliance Departments of LeasePlan Insurance, you will need to work well in a team environment, be able to represent the company with professional courtesy and acumen and deliver flawless work output. A successful Executive Assistant possesses structure, attention to detail, quality focus, high energy, and flexibility to a high-paced deadline-driven company. Your daily routine involves interaction with various executive-level stakeholders across the business and in particular you will work closely with the Head of Risk and the Head of Compliance and their respective teams. You will need to adapt procedures, processes, and techniques to complete assignments in line with the department's activities and goals.

Responsibilities will include but are not limited to:

- Working collaboratively with other departments to support the preparation and delivery of timely board and committee papers and packs.
- Organising, attending at, and preparing detailed minutes of, board and committee meetings.
- Maintaining a schedule of agenda items, action logs in respect of board and committee meetings and following up with responsible executives to ensure that the actions are completed in a timely manner.
- Assist in editing spreadsheets, documents and presentations, including printing.
- Tracking of tasks to ensure that all assignments are documented, costed, completed and reported in accordance with procedures.
- Provide administrative support to the department's contract management system.
- Responsible for maintaining, updating and verifying a number of logs, tracking sheets and systems in accordance with department guidelines.
- Ensure that all departmental spending is tracked against budget and reports are provided as required.
- Follow up on all tasks and actions regularly to ensure progress and avoid deadlines being missed.
- Provide support for departmental and Company projects and initiatives.
- Responsible for on-going file management within the department which will include both physical and soft copies of files.
- Adhere to the processes and procedures within the department and identify areas for improvement and make recommendations.
- Develop and build relationships both internally and externally
- Attend and complete IT Security training and any other LeasePlan Insurance/LeasePlan Corporation training as required.

Knowledge/Experience & Skills

Knowledge/Experience

- At least 5 years of Executive Assistant/PA experience, ideally with legal secretarial experience.
- Board and committee minute writing experience (desirable).
- Very strong knowledge of MS Office, especially Word, PowerPoint and Excel is essential.
- Formal typing/office skills qualification is desirable. Further qualifications are also desirable.
- Experience with Boardpack software is desirable.
- Experience gained within a regulated financial services organisation would be advantageous.

Skills

- Excellent, efficient typing skills are essential.
- Strong time management and organisational skills with an ability to prioritise and multitask several initiatives at the same time and deliver to deadlines.
- Strong formal writing/minute-taking skills are essential.
- Strong interpersonal and communication skills with an ability to work with both internal and external parties.
- Proactive and able to work on own initiative.
- Excellent attention to detail and concern for the quality of information produced.
- Tact and good judgment in confidential situations, and proven experience working with senior management and stakeholders.
- Advanced ability to organise.

LeasePlan Insurance is an equal opportunities employer.