



## **PA to the CEO**

We are seeking a highly efficient, proactive and confident individual, with the experience and energy to join a small, passionate team and be a part of the next chapter of exciting growth for The Path Entertainment Group. The right candidate must be extremely organised with traditional PA and administrative skills, complimented with an assertive and proactive approach towards their work and the team. This individual must be a team player with a resourceful flexible approach to problem solving and the ability to remain calm under pressure within a busy work environment.

This is a pivotal role to ensure the smooth running of our CEO's schedule and work demands, providing exceptional organisation, time-management, exquisite attention to detail, discretion, and continuous support. The PA to the CEO will be the first point of call and therefore must be very approachable, professional, and personable as the gateway to the company.

### **What we can offer you:**

- Salary: £25K per year
- An exceptional role within a fast growing, progressive company with opportunities to grow & develop, as well as to potentially work internationally in the future.
- Company pension.
- 20% discounts across our venues for you + 5 others.
- Annual leave allowance – 28 including bank holidays.
- Birthday day off work.
- Online training courses available for free (WSET/ Health & Safety etc).
- Flexibility to progress within the business and move between all of our venues.
- Close to local Transport (Bus, Tube, Overground).

### **What you will do:**

- Precise, responsive and efficient diary management for the CEO. Effectively balancing his busy schedule with the high volume of emails and meeting requests, and ensuring priorities are met and no items are missed.
- Reply to emails on behalf of the CEO to maintain timely responses and to promote positive working relations with partners and stakeholders.
- Ensure the CEO attends and ends meetings on time, to fulfil all scheduled commitments.
- Arrange travel, visas, accommodation, and travel packs for national and international trips.
- Complete monthly expense forms with accuracy and provision and follow up to ensure timely payment.
- Carry out background research where necessary to assist with projects and presentations.



- Collate all necessary information, documents, reports, and papers for the CEO ahead of meetings and visits, to ensure he is well prepared.
- Minute meetings when requested to do so and follow up with clear notes and action points.
- Proofread documentation, contracts and copy on behalf of the CEO.
- Ensure the careful filing, returning and documenting of folders, contracts, and paperwork.
- Be the first point of call for all phone calls and correspondence to the office. Welcoming and greeting guests on arrival, representing the company and being the gatekeeper.
- Lead contact for all office suppliers, such as IT, internet & phones, printers, cleaners, building management/maintenance etc.
- Manage and replenish stationary and office consumables stock levels.
- Manage the booking system for any meeting rooms / break out spaces, and any external hires.
- Book accommodation and travel when needed for company members and/or creatives.
- Assist EA / Production General Manager to organise press nights / launch events.
- Update and maintain website copy and updates.

#### **Who you will be:**

- Previous solid experience in a similar role is essential.
- Excellent interpersonal skills and the ability to build strong relationships with colleagues, key stakeholders and external partners.
- Strong written and oral communication skills.
- Excellent word processing and IT skills across Microsoft programmes.
- IT confidence and experience in software, setting up and troubleshooting is most desirable.
- Ability to work under pressure and to tight deadlines.
- Highly detailed orientated and precision driven.
- Strong time management skills with the ability to work to tight deadlines and balance multiple priorities.
- Exceptional organisational and administrative skills.
- Proactive and the ability to work on your own initiative.
- Honesty, reliability, and discretion on confidential items.
- Confident, personable and positive.

#### **Who we are:**

The Path Entertainment Group brings together a network of industry leading professionals, IP and Licenses to produce and tour exceptional live entertainment audience experiences worldwide.



Our appetite for creative development and production, venue and space management, international tour booking abilities and established track record of delivering and maintaining strong relationships with major IP holders such as Hasbro and Lionsgate allows us to disrupt creative boundaries and collaborate in new territories in order to continually maximise our audience base.

The Path Entertainment Group. Conceived in the UK with a global outlook.

**How to apply:**

Please send your CV and covering letter to [jobs@pathents.com](mailto:jobs@pathents.com). Please make sure you include the job position in the subject.