

## Executive Assistant

Part-time role – 25 hours/week

Pulse is a multi-disciplinary communications consultancy encompassing employee engagement, corporate communications and design. We work with leadership teams to drive change and create organisations guided by purpose and their ability to have a greater impact on the world.

### The role

The primary role of the candidate will be to support the Managing Director day-to-day.

We have a very collaborative culture at Pulse and are looking for someone who is comfortable working with different personalities and who is empathetic, patient and who has an enquiring mind. The candidate should be hard working, efficient, be able to manage deadlines and work under pressure. They should feel comfortable taking a brief and thinking analytically.

Being interested in the role of purpose in business shapes much of our work. Therefore, this role would suit someone who is passionate about the role business can play in building a better world and in addressing the many challenges it faces.

### Responsibilities

- Support the Managing Director in creating, typing up and amending strategic discussion documents in InDesign; coordinating and preparing documents for presentations and meetings; organising diary and meetings; research and general support
- Supporting the office manager and consultants as needed

### Experience and Skills

- High standard of computer literacy including Microsoft Office and InDesign
- Good communications skills
- Good editing and writing skills
- Excellent spelling and grammar are essential

Salary - Competitive and dependent on experience

Pulse values diversity and we are committed to equal opportunities and creating an inclusive environment for all our employees. We welcome applicants regardless of ethnic origin, gender, race, colour, religious beliefs, disability, sexual orientation or age.

For more information about Pulse please go to our website [www.pulsebrands.com](http://www.pulsebrands.com).

If interested in this role, please email [Jacqueline.milton@pulsebrands.com](mailto:Jacqueline.milton@pulsebrands.com) with your CV and a 100 words summary of why you would like to work for Pulse.