

Mindshare | Executive Assistant

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Company: GroupM

Location: Sydney

Category: other-general

Description

Position at Mindshare **GroupM** GroupM is the leading global media investment management company serving as the parent to WPP media agencies including Mindshare, EssenceMediacom and Wavemaker, as well as the programmatic digital media platform, Xaxis, each global operations in their own right with leading market positions. With 800 people based in Sydney, Melbourne, Adelaide and Brisbane, GroupM's primary purpose is to maximize performance of WPP's media agencies by operating as leader and collaborator in trading, content creation, sports, digital, finance, proprietary tool development and other business-critical capabilities. GroupM's focus is to deliver unrivalled marketplace advantage to its clients, stakeholders and people. **Key purpose of the Executive Assistant role** The Executive Assistant (EA) will act as a support the CEO and the Executive Leadership team focusing on ensuring all administrative requirements are delivered to allow the agency to be as productive and efficient as possible. The EA acts as an ambassador for the agency and may be required to work across a number of projects at any one time. No two days will be the same so the ability and willingness to be adaptive is key. **Key responsibilities for the Executive Assistant**

Seamless management and prioritisation of the CEO's email, calendar and all internal and external communications

Acts to support the CEO in delivering and supporting their direct reports and executive leadership team

Preparation and attendance at a variety of meetings (including preparing the agenda, minutes, presentations, pitches documents)

Lead the agency in best practice Document/Records management

Compiling, drafting & distributing communications on behalf of the CEO and/or agency

Responsible for the output, management, mentoring and development of the agency administrative support team member/s

Support the CEO and Executive Leadership team with all administrative tasks involved in preparing, reviewing and responding to cyclical activities including – Staff survey's, client survey's, Annual agency strategy and delivery

Successful management of agency events – including but not limited to the annual national conference, client related events, Christmas parties and staff away days

Ad-hoc whole of agency Project management, including but not limited to office refurbishments

Management and maintenance of the Australia website

Seek out and proactively ensure the CEO is “in-market” with regular thought-pieces, appearing in or at appropriate industry events and publications

Builds trusted advisor relationships with key stakeholders within the GroupM and WPP networks

Maintains a strong relationship with key EAs from our major stakeholders including senior clients

Act as a point of contact for our global partners, parent and sister companies for marketing, new business and general Australian market enquiries

Ensuring the CEO is meeting regularly and as required, with senior stakeholders of our client's business

Work with the CEO, Leadership Team and wider agency network to ensure all agency-wide deliverables are met.

Manage the agency purchasing process and procedures, including approvals for spends and monthly reconciliations

Manages all agency events to budget

Approval of office costs, ensuring suppliers are aligned to agency code and invoices come in under the right budgets

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