

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Executive Assistant
<b>DEPARTMENT:</b>	Finance, Admin & Systems
<b>LOCATION:</b>	NYC (or remote)
<b>REPORTS TO:</b>	CEO, North America
<b>RESPONSIBLE FOR:</b>	NO DIRECT REPORTS

essensys is one of the fastest growing global proptech firms moving rapidly into our next stage of hypergrowth. Established in London in 2006, essensys was created to solve the complex operational, everyday challenges for flexible workspaces, the largest growing segment in the commercial office market.

We believe the office environment of the past is no longer - the staid, the unresponsive and the impersonal - will be replaced with space-as-a-service and tech-oriented environment that has already attracted the world's largest enterprise users. Today, flex workspace accounts for less than 2% of the office space market and current growth estimates could easily reach 30% by 2030. Traditional landlords need to adapt and have already started doing so, especially in light of COVID. The opportunity is massive.

In 2019, essensys became a publicly traded company on the London Stock Exchange and currently has offices in London, NYC, and LA. We have customers across 28 countries.

## WHAT WE DO

We have built the only private cloud network to service the flexible workspace industry which underpins our SaaS platforms. We simplify the day-to-day management of flexible workspaces and the provisioning of secure wifi, internet and digital infrastructure services to tenants. Our platforms automate key tasks and processes and help flexible workspace providers deliver highly efficient, customer-centric workspace solutions. Our partners include some of the largest landlords and flex operators in the world, as we deliver an end-to-end, scalable solution by leveraging our 15 years of experience and our 100+ team of award-winning developers and engineers.

## ABOUT THE ROLE

To support the CEO of North America and the Business Development team. This position is based in our NYC office, having a direct responsibility for our employees located in Americas Region (NYC, LA, Canada & remote employees) and will work closely with HR team in the EMEA region.

## MAIN DUTIES AND RESPONSIBILITIES

- Act as the point of contact among executives, employees, clients and other external partners.
- Manage information flow in a timely and accurate manner.
- Manage executives' calendars and set up meetings.
- Make travel and accommodation arrangements for the CEO of North America, as well as the Business Development department.
- Act as an office manager by keeping up with office supply inventory.
- Format information for internal and external communication - memos, emails, presentations, reports.
- Take minutes during meetings.
- Reviewing incoming emails and other correspondence.
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- Preparing expense reports for the CEO of North America as well as the Business Development department.
- Provide general administrative support.

#### **KNOWLEDGE AND EXPERIENCE**

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- High school diploma.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.
- Discretion and confidentiality.

#### **APTITUDE AND PERSONAL QUALITIES**

- Approachable and responsive.
- Passion for people and HR. Excellent communication and people skills with a high level of professionalism and discretion.
- Deadline focused without reducing attention to detail.
- Ability to multi-task, prioritize, and work independently.