**Executive Assistant to Directors - Remote Role (UK Only)**

**About us**

At Roll7, we create exciting and critically acclaimed video games - including the BAFTA-winning OlliOlli franchise. Innovation, freedom, and a real sense of fun are at the heart of everything we do, from creating award-winning original IPs to the everyday business of running our unique remote workplace set-up.

Being a remote studio - our employees work from home nine days out of ten – which allows us to offer a high degree of freedom and autonomy to our motivated and creative staff. Everyone at Roll7 can work in a way that allows them to balance impressive workplace achievements with their own responsibilities at home.

Fortnightly meetups in our London office, combined with a robust online communication system, mean that we still retain all the positives of a welcoming and friendly office environment - without the downsides of a long and expensive commute. After all, most of us would rather be at home with our families and pets (or our game consoles) than crammed onto an overcrowded commuter train or stuck in traffic.

We love to give every employee a chance to play and contribute to the games we make, we love giving people the freedom to pursue their own path to success, and we hate crunch.

*Check out* [*our website*](https://www.roll7.co.uk/jobs) *for a complete list of staff benefits and more details on our company culture.*

**About you**

Roll7 is currently looking for an experienced remote Executive Assistant to support the company directors.

**Salary:** £30,000 - £40,000

**Responsibilities**

* Provide Executive Support to three Company Directors
* Proactively manage and organise Director diaries to ensure time is allocated effectively, ensuring that they are fully briefed and have all necessary documents
* Inbox management, screening all enquiries and handling them when appropriate, highlighting matters that need urgent attention
* Preparing external correspondance
* Assisting in meetings, preparing and distributing minutes and agendas and note taking as and when required
* Book and plan national and international travel and accommodation, assembling travel packs including itineraries, conference passes etc
* Create tasks in tracking software
* Plan and run Company Events to a high level (eg Xmas Party / Team retreats)
* Assist with company documentation / legal matters
* Prepare presentations
* Document control and electronic filing
* Manage highly confidential information discreetly
* Research for Business needs
* Obtain information/feedback/actions from stakeholders.

**Qualifications**

* Experience working as an EA/ PA for Director level Executives
* Exceptionally well organised and with great attention to detail
* Excellent IT skills
* Excellent written and verbal communication skills in English
* Ability to work independently, as the role will be remote
* A personality that gets enjoyment and satisfaction out of making things run smoothly and ‘making things happen’
* A very strong work ethic and self-motivation; a sense of ownership and responsibility to drive outcomes
* Excellent people-skills — the ideal candidate will be approachable, with the ability to communicate, network and work well in a team
* Ability to work well under pressure, manage multiple projects simultaneously, and meet deadlines
* A positive, can-do, hands-on attitude. You must be willing to help with a range of tasks, some of which will be repetitive and unglamorous, and some of which may be unrelated to your core tasks.
* A high degree of organization and efficiency

***Good to know***

***Equal opportunities***

*At Roll7, our team is at the heart of everything we do, and it matters to us that everyone feels comfortable and valued at work. We are an equal opportunities employer, and we have a keen commitment to fostering a diverse and inclusive environment where all of our employees are accepted and valued as part of the team. We hire based on talent and suitability for the role - regardless of race, national origin, ancestry, sex, gender identity or expression, sexual orientation, age, religion, pregnancy, marital status or veteran status.*

***Remote work***

*Roll7 is a remote studio, and this role requires the applicant to undertake the vast majority of their work at home (nine out of ten days). Appropriate equipment, dev kits and software licenses will be supplied as required. One day a fortnight we work from central London as a team, therefore* ***applicants MUST be based in the UK****.*