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EXECUTIVE ASSISTANT TO GENERAL COUNSEL & COMPANY SECRETARY - CHELTENHAM

WHO WE ARE

Superdry have been making world class product for 15 years, and we're proud of it. Our mission is to inspire and engage the contemporary style obsessed consumer, whilst leaving a positive environmental legacy.

Together, we have built a brand that has cut through the global apparel market at record speed, taking market share from brands that have existed for decades. But we have a big opportunity ahead of us as we launch 4 new collections.

We are now on an exciting journey to reset our brand and return to our design-led roots and we are looking for talented people to join us on our journey.

THE ROLE

This is a fantastic opportunity for an Executive Assistant to work with our experienced General Counsel & Company Secretary in a PLC environment. You will be a strong communicator & be comfortable dealing with all levels in a fast paced environment, often under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. You will have excellent written and verbal communication skills, know how to influence and persuade, be able to manage a busy and varied workload, have a passion for organising yourself and others and demonstrate attention to detail in everything you do.

YOU WILL

- Carry out effective diary management and support the arrangements of complex meeting arrangements concerning multiple stakeholders
- Book travel & process expense claims, including providing support to the Chair and non-executive directors as may be needed
- Proactively engage with key reminders of activities coming up and what to prepare for in line with the corporate, Executive and Board & Sub-Committee meetings
- Support with HR and Finance systems approvals ensuring the systems are up to date (e.g. Coda; Open People)
- Prepare and/or coordinate team reports e.g. Department headcount and personal information lists, salary information, personal performance data when required
- Provide support with presentations, Executive and Board papers; building reports with key

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management/team data and information in a digestible and presentable format

- Maintain strong relationships with other Executive Assistants and the wider Executive Committee & Board members to ensure awareness of key business activity and coordinate on centralized initiatives e.g. Executive Committee meetings
- Build effective relationships across all levels of the organization from the leadership team to junior colleagues to ensure you're connected to what's going on
- Know 'who' across the business can provide you with critical information, support you with what you need
- Carry out ad-hoc research into key questions/requirements
- Organise and support team events and Executive, Board and Committee meetings

YOU ARE

- A driven individual with a high degree of autonomy
- Self-starting and proactive about thinking what's needed – you take pride and ownership of your work
- Able to hit the ground running – you will need to have experience of working in a fast-paced, demanding and challenging environment – you are likely to have worked for a General Counsel / Company Secretary (or similar) in a PLC environment
- High attention to detail with strong organisational and planning skills
- Motivated, energetic, determined and have strong interpersonal skills
- Confident managing projects and following them through to conclusion
- Have experience of compiling Board papers / packs, working with systems such as Board Intelligence and be comfortable managing documents for signature, paper and electronically
- Highly literate, with excellent written and grammatical skills
- Able to produce a high standard of work across all forms of media e.g. ppt; excel; word
- Honest, professional, responsible, discreet and able to act with the upmost confidence at all times
- Highly resilient, able to work at high pace in a changing environment, able to handle ambiguity
- Equipped with excellent computer skills including advanced proficiency in Microsoft Excel, Teams, PowerPoint & Word and the ability to quickly learn new systems – you will know how to effectively engage with technology to drive change as well as to organise
- A positive and professional can-do attitude and willingness to learn 'on the job' are a must
- Have good EQ and know how to influence and persuade confidently to get things done
- Based within commuting distance of Cheltenham, as part office based role

WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING...

- 25 days annual leave, plus bank holidays, and an additional day off to celebrate your Birthday. We also offer a holiday buying scheme.
- Family is massively important to us, so we have a broad range of family-friendly working policies in place, including enhanced maternity, paternity, and adoption leave
- Company Pension scheme
- All employees are covered by our Life Assurance policy whilst working at Superdry. We feel it's important to offer protection for your family and loved ones in such a situation and to support this we offer life assurance cover which pays a lump sum equivalent either twice or four times your annual

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salary

- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount in store and online and our Head Office is home to our very own store for staff only where you can treat yourself to heavily discounted sample stock
- A health cash plan is open to all employees.
- Private Medical cover - a taxable benefit, which managers are eligible to opt in to
- Flexible working - to help you achieve that all-important work-life balance
- We want you to share in our success and so we have a choice of Share Save schemes you can opt into
- A global employee assistance plan in place that you can access anytime you want - it's free and confidential
- You'll also have access to a Cycle To Work Scheme and an excellent Car contract hire/purchase scheme along with a massive range of local discounts with businesses across Gloucestershire

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves at work.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.

Please also have a look at our [career website](#). Here you can find information about the Growing Futures Programme, a scheme that supports applicants from ethnic minority backgrounds to apply for roles at our HO in Cheltenham.