

## JOB DESCRIPTION

<b>Job Title</b>	Office Manager and Executive Assistant to the CEO
<b>Employer</b>	Music Publishers Association Group – MPA, MCPS, PMLL
<b>Status</b>	Full-time
<b>Place of work</b>	2 <sup>nd</sup> Floor, Synergy House, 114-118 Southampton Row, London, WC1B 5AA
<b>Holiday entitlement</b>	25 days in each calendar year, including three days which must be taken during the period for which the office is closed between Christmas & New Year
<b>Salary</b>	£DOE
<b>Reporting to</b>	Chief Executive Officer
<b>Duties</b>	<p><b>To run an effective and efficient office, both operationally and procedurally and provide secretarial and administrative support to CEO of the MPA Group Companies. Specific duties include, but may not be limited to:</b></p> <p><b>Office and Facilities management:</b></p> <ul style="list-style-type: none"> <li>• Monitor and manage the annual leave and sick leave calendars</li> <li>• Manage and maintain the MPA Group Governance calendar</li> <li>• Act as first point of contact for our HR provider, ensuring all relevant documentation (including the employee handbook) is updated as required</li> <li>• Co-ordinate all aspects of staff recruitment and terms &amp; conditions of employment in liaison with senior management</li> <li>• Manage the MPA Group's Information and Technology needs</li> <li>• Troubleshoot office management issues and manage the implementation of new and revised systems in relevant areas such as IT and HR</li> <li>• Negotiate and liaise with the landlord on all aspects of the MPA's tenancy, with support from senior management</li> <li>• Manage and ensure compliance with health and safety as well as fire regulations within the office</li> <li>• Negotiate and manage all office supplier contracts with senior management</li> <li>• Maintain and manage the ordering of office supplies and equipment and update the office procedures manual as required, with support from the Team Coordinator</li> </ul> <p><b>Chief Executive [CEO] support:</b></p> <ul style="list-style-type: none"> <li>• Diary management</li> <li>• Organising incoming post and email inbox for matters requiring attention/action</li> <li>• Assist CEO with correspondence</li> <li>• Field telephone calls</li> <li>• Book travel and accommodation for meetings/conferences</li> <li>• Ensure filing is kept up-to-date, plus oversee the MPA Group archives</li> <li>• Arrange issue-led member meetings</li> <li>• Arrange all liaison meetings with sister and external organisations</li> <li>• Arrange regular staff meetings and other internal meetings as required</li> <li>• Provide full support to the CEO in the execution of their duties as appropriate</li> <li>• Manage and prepare the corporate calendars for the MPA Group of companies, incorporating meeting and event schedules in liaison with subsidiary and sister</li> </ul>

	<p>organisations, and in consultation with senior management</p> <ul style="list-style-type: none"> <li>• Coordinate room bookings and room preparation (including the provision of refreshments) with support from relevant MPA Group colleagues</li> <li>• Assist with preparation of board meeting agendas and papers in conjunction with CEO and relevant company management</li> <li>• Take minutes for Board meetings if required, drafting them accurately and succinctly</li> <li>• Ensure action points are circulated and completed</li> <li>• Assist the CEO with completion of action points</li> </ul>
<b>Person spec</b>	<ul style="list-style-type: none"> <li>• Efficient and experienced in the role and responsibilities of an Executive Assistant (with a minimum of 3 years' experience in a similar role)</li> <li>• Exceptional written and oral communication</li> <li>• Highly organised, flexible and pro-active with the ability to multi-task, join the dots and demonstrate a meticulous attention to detail</li> <li>• Discreet and confidential</li> <li>• Able to work both reactively and proactively</li> <li>• Ability to work to strict deadlines and work under pressure as required</li> <li>• Comfortable liaising at all levels with MPA members, other music industry organisations, high profile figures, members of the public and others as required</li> <li>• Computer literate (proficient in all Microsoft Office programmes)</li> <li>• Experience of (or an interest in) the music industry is desirable</li> </ul>

*The Music Publishers Association exists to safeguard and promote the interests of music publishers and the writers signed to them; represent these interests to government, the music industry, the media and the public, provide publishers with a forum, a collective voice and a wide range of benefits, services and training courses; promote an understanding of the value of music and the importance of copyright; and provide information and guidance to members of the public.*

*The Music Publishers Association is a signatory to the Equality & Diversity Charter for Music and strives to be a fair and inclusive employer. We welcome applications from all backgrounds and appoint on merit.*