

# EXECUTIVE ASSISTANT

Applied Data Science Partners (ADSP) is an innovative data science and AI consultancy based in London. An exciting opportunity has arisen for a Executive Assistant to join us.

In this role, you will provide essential support to our three Partners at ADSP. As an Executive Assistant, you will play a crucial role in ensuring the smooth operation of our organisation and supporting the Partners in their day-to-day activities, while maintaining the utmost discretion and confidentiality.

This position offers a unique opportunity to work at the forefront of AI consultancy services, actively contribute to the growth and success of our fast-growing organisation. We are looking for someone who is personable, passionate about the potential of AI and has a strong commitment to maintaining confidentiality and handling sensitive information with the utmost care.

## Responsibilities

- Diary and meeting management, including discreet coordination across different time zones.
- Coordinate all business travel arrangements.
- Screen and manage emails, responding on behalf of executives when necessary and ensuring timely follow-up while maintaining discretion.
- Prioritise workload based on deadlines.
- Assist in general office management tasks; maintaining office supplies, coordinating maintenance requests, and managing vendor relationships.
- Review and proofread documents to ensure accuracy and professionalism.
- Assist with onboarding activities of new hires as appropriate, maintaining confidentiality.

## Skills

- Highly organised with excellent time management skills.
- Strong interpersonal skills and the ability to communicate effectively with individuals at all levels.
- Proficient in written and oral communication.
- Ability to prioritise tasks and meet deadlines.
- Attention to detail and strong proofreading skills.
- Previous experience as an Executive Assistant or similar role.
- Familiarity with AI and data science concepts and applications is a plus.
- Experience in consultative sales or a similar industry is advantageous.



For more information visit: [adsp.ai/careers](https://adsp.ai/careers)



To apply, email: [careers@adsp.ai](mailto:careers@adsp.ai)

