

# Executive Assistant & Office Manager

**Location:** On-site at Stratford, London

**Reporting to:** HR Manager

**Contract Type:** Full Time (35 hours per week)

**Salary:** £35,000-£40,000 per annum

## About us

We're growing fast – as Newham's housing delivery company Populo Living Group has built just under 1,000 homes and has a pipeline of several thousand more to come. We manage over 500 private homes, in addition to over 250 affordable homes via Populo Homes, our registered provider of social housing. Our developments range in size from small infill to large scale sites, including the reimagining of the Carpenters Estate in Stratford, one of the most exciting regeneration projects in the UK. We are committed to building more and better homes for the residents of Newham, including high proportions of affordable homes.

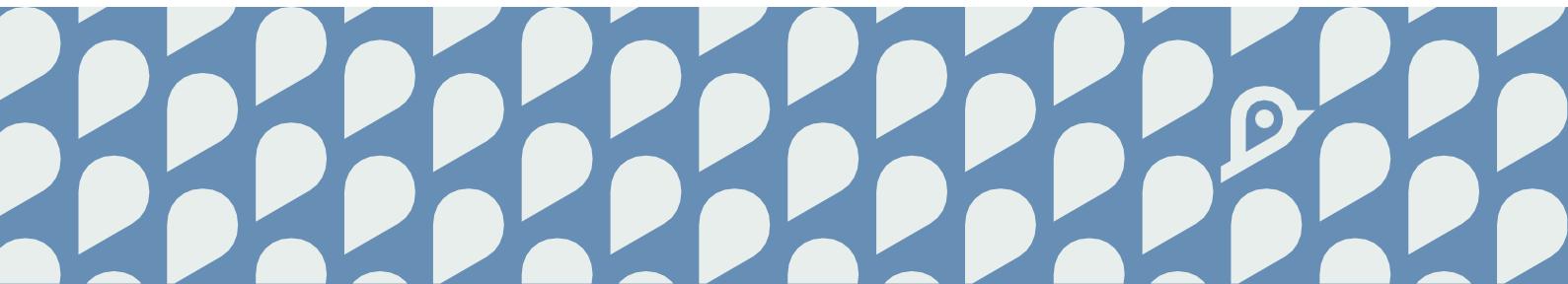
## Role purpose

The Executive Assistant will provide high-level administrative support to the CEO and Executive Team whilst also ensuring the smooth day-to-day running of the office. This role combines executive support with office management, requiring excellent organisational skills, discretion, and the ability to manage multiple priorities.

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## Key responsibilities

- **Executive Support**
- Provide proactive administrative support to the CEO and Executive Team, including diary management, emails for the CEO, travel arrangements, and meeting coordination
- Prepare agendas, take minutes, and follow up on action points for executive meetings
- Assist with drafting correspondence, presentations, and reports
- Handle confidential information with discretion and professionalism



- **Office Management**
- Oversee daily office management, including facilities management and supplies
- Act as first point of contact with Building Manager
- Manage relationship with cleaning company
- Manage office health and safety compliance
- Coordinate IT and equipment needs for staff
- Act as the first point of contact for all office-related queries

#### **Skills & Experience**

- Proven Executive Assistant experience supporting C-Suite Directors
- Office management experience
- Strong organisational and multitasking abilities
- Excellent written and verbal communication skills
- High level of discretion and professionalism
- Proficiency in MS Office Suite and familiarity with collaboration tools

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#### **Personal Attributes**

- Calm under pressure and adaptable to changing priorities
- Proactive and solution oriented
- Ability to work and manage time independently and as part of a team
- A collaborator who is able to work autonomously

#### **How to Apply**

Please send your CV and Covering Letter to:  
[HR@populoliving.co.uk](mailto:HR@populoliving.co.uk)

