

Themis Job Description

Team:	Senior Management Team	Location:	Abu Dhabi, United Arab Emirates
Reports to:	CEO & Chief of Staff	Role Type:	Full time, Permanent
Position:	Executive Personal Assistant		
About Themis:	<p>Themis is a certified B Corporation technology start-up that works with clients to identify and manage their specific financial crime risks, through a combination of insight, intelligence and innovation.</p> <p>Our goal is to reduce the global impacts of financial crime. Financial crime is a very real and evolving problem. It has been described as “an issue of international security”. Not only is the scale of illicit activity in the trillions of £s, but the impact on all of our businesses, the economy and society is profound.</p> <p>Our award-winning technology platform helps organisations understand these strategic threats through an ESG and socio-economic lens and protects their customers, staff, suppliers and shareholders from criminal attacks or association. In this way, we are fueling sustainable change in the public and private sectors.</p>		
Impact:	<p>Themis is a socially responsible, purpose-driven business that works to meet the highest standards of verified social and business performance, public transparency, and legal accountability to balance profit and purpose.</p> <p>Themis is a certified B Corporation and we were recently named a 2022 'Best for the World' B Corp™ in recognition of our exceptional positive impact on Governance.</p> <p>The positive impact of Themis is multiplied by the Themis Charitable Trust that directs and raises additional funds to support the victims of underlying predicate crimes.</p> <p>As a Signatory of the United Nations Global Compact, we are proud to be part of a global network of over 9,500 companies and 3,000 non-business participants that are committed to building a sustainable future. Our business is fully aligned with the UN Global Compact principles, and the objectives of the UN Sustainable Development Goals lie at the heart of everything we do.</p>		

<p>Job purpose:</p>	<p>We are looking for an Executive Personal Assistant to join our growing team. Successful candidates will have a keen interest in learning about financial crime, compliance & technology and delivering solutions to Themis' clients and driving sales with those customers.</p> <p>You will work primarily for the CEO and Chief of Staff ensuring an effective delivery of tasks. This role includes but is not limited to extensive diary management, complex travel arrangements, planning events, general administration and Board level programme management of key tasks and deliverables.</p> <p>A key component of the role is also to support the CEO and Chief of Staff in management of senior stakeholder relationships at both Board Level and externally potentially with key shareholders and potential investors</p> <p>Ultimately, you will contribute to the efficiency of our business by providing personalised and timely support to Senior Stakeholders organising key events and planning, preparing and programme managing board and executive level papers and acting as the principal programme manager for all Board and Senior Management key events</p>
<p>Responsibilities :</p>	<ul style="list-style-type: none"> ● Extensive diary management linking peers and other associates locally and globally to organise meetings, ensuring a well-planned diary whilst anticipating next steps. ● Travel management: coordination of travel plans and bookings for flights, hotels and taxis. ● Team meeting management: plan, organise and coordinate meeting logistics, including venue sourcing, delegate listing, video & audio conferencing and catering for the separate teams these roles support. ● Supporting our CEO and Chief of Staff in the ownership, production planning, arrangement and governance of Board meetings and other highly confidential meetings and owning the production of minutes and coordinating any follow up to ensure actions and key initiatives are closed in a timely manner. ● Acting as Secretary and organiser for key board level steering committee, ensuring timely inputs and preparation of committee papers and assuring actions are followed up and closed in a timely fashion. ● Liaising with shareholders, potential investors, and senior leaders to facilitate meetings. ● Collaborating closely with members of the UK and UAE offices. ● Manage all incoming and outgoing communication covering telephone, email, and written. ● Perform a variety of office activities and initiatives. ● Oversight and governance of the production of key KPIs and organisation of regular reviews between the CEO and direct reports for production and progress tracking of Balanced Scorecards

<p>Experience required:</p>	<ul style="list-style-type: none"> • We are seeking a committed, enthusiastic professional who is looking for a new opportunity with a dynamic and forward-thinking company. • To be successful in this role, you should be well-organised, with exceptional time management, organisational and creatives skills and use initiative to get the job done well. • You will be a self-motivated, forward-thinking individual who is adept at problem solving and has the ability to think critically in fast paced, dynamic environment. • Proven experience in the Management/liaison with senior stakeholders, both internally and externally with demonstrable experience of managing Board level meetings and development of key board/steering committee papers and materials • Excellent creative and organisations skills with the ability to create very polished, eye-catching material across the full range of Microsoft Office products but specifically advanced PowerPoint and advanced Excel • Multitasker, interchanging between work and personal tasks. • Working in a fast-paced environment for a small but rapidly growing SME business;
<p>Skills required:</p> <p>Abilities & Skills Required</p>	<ul style="list-style-type: none"> • Advanced level of Office 365 a distinct advantage • Knowledge of HubSpot or similar CRM platform highly beneficial. • Level 5 Diploma in Professional PA & Administration Skills or Executive Personal Assistant (PA) Diploma. • Degree educated a distinct advantage • Master of Business Administration (MBA) highly desirable • A willingness to work to tight deadlines and working to deadlines in a fast-paced environment. • Be confident to communicate (written and verbal) with senior stakeholders; clients, customers and employees. • Reliable, and self-sufficient - able to work efficiently, with minimal direction and without large amounts of structure. • Interpersonal skills and the ability to develop working relationships both inside and outside the organisation. • Positive attitude. • Good organisational and people skills. • Attention to detail is imperative. • Possess excellent people skills and are a creative problem solver. • Demonstrate a can-do attitude and can complete tasks thoroughly and accurately, at times without direction. • Demonstrate the highest level of ethics and the ability to always maintain confidentiality.