

Job Description

Job title	Executive Assistant
Team	C-Suite
Site	HIL Head Office, Hethel Engineering Centre, Chapman Way, Hethel, NR14 8FB
Responsible to	CEO
Salary	£28,000 -£32,000 pa depending on experience
Hours	Full time 37.5 per week
Effective date	ASAP with preferred start date before 30 th April 2026

Role and Context

Role Overview

Hethel Innovation Ltd are seeking a highly organised Executive Assistant to support our C-Suite executives while overseeing the smooth and efficient operation of key Head Office functions

This role requires the candidate to play a key part in supporting the wider business with key activities around cross-functional project delivery and the daily organisation and administration for the leadership team.

The successful candidate will act as a trusted partner to leadership and a central coordination point across the business.

This is a pivotal role requiring sound judgement, strong attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

Why Hethel Innovation

Our company is built by staff who have a shared ambition – to be a game changer for business. Every single person employed by Hethel Innovation has a direct impact on allowing us to deliver our vision to be the driving force for SME innovation. Our team make things happen.

We are open – we are approachable and flexible, working together with compassion, transparency, and respect.

We are bold – we take ownership, are proactive, are passionate. We are fearless in our thinking, actions, and approach.

We see beyond – we care about development, inclusion, and collaboration. We are creative and curious, focusing on the future.

We are excited by making a difference to businesses – whether that is through the business communities we curate, the support and advice or connections we provide, or the high-quality space we manage and operate at our growing network of innovation sites.

We are in a really exciting period of growth. Our 5-year strategy sets out the roadmap for this growth and our ambition to have a great impact on businesses and supporting their success.

We're inclusive and want our teams to be made up of people from a variety of backgrounds and experiences. If you think that you have the mindset, skills, and motivations to be a central part of delivering on our strategy, we would love to speak to you.

About You

- You want to be part of a small **high performing** team
- You are **curious**, you love to learn and have a real interest in business growth.
- You **are ready** to think outside the box, **problem solving** is exciting for you and you relish the opportunity to develop solutions to overcome challenges.
- You are **comfortable with the uncomfortable** – you stand your ground in high pressure situations and communicate clearly.
- You **see beyond** the challenge in front of you.
- You **make things happen** – you identify opportunities and act on them.
- You **aren't scared of failure** but see it as a learning opportunity and have actively changed your approach to situations from previous experience.
- You are **independent and autonomous**. You have the confidence and skill to develop your own pipeline of projects and manage your workload effectively.
- Asking for help doesn't scare you. You are able to pick up new projects and develop them on your own and able to identify when you need additional support and actively seek it.
- You **celebrate the success of others**.
- You love to engage with others, **collaborating** with multiple stakeholders.
- You perform at your best when you are managing multiple projects at one time.

Principal Duties

Executive Support to the C-Suite

- Provide comprehensive, high-level administrative support to the CEO and senior executives
- Manage complex diaries, with interconnected meetings and deadlines
- Coordinate executive meetings, leadership sessions, and board meetings
- Prepare agendas, briefing packs, and record and distribute minutes and track action items
- Engagement with high-level shareholders and stakeholders
- Manage confidential communications and sensitive information
- Arrange travel, including detailed itineraries
- Anticipate needs and proactively resolve issues

. Project & Operational Support

- Support strategic and cross-functional projects led by the C-Suite
- Track key initiatives, deadlines, and deliverables
- Coordinate internal project meetings and documentation
- Follow up on action items and ensure accountability
- Assist with communications and coordination

. Team & Culture Support

- Organise company events, leadership offsites, and team-building activities
- Support internal communications and company-wide announcements
- Foster a positive, collaborative, and well-organised workplace environment

Other Job Information (e.g. any special factors or constraints)

You will be expected to travel to meetings and events as required.

Person specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Educated to A-Level standard or equivalent • Recognised administrative qualifications • Typing speed 60wpm+ • Proven minute taken experience including formal meeting minutes 	-
Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Proven experience of working in an EA role or similar at senior leadership/CEO level • Multiple diary management • Excellent knowledge of Microsoft Office 	<ul style="list-style-type: none"> • Teams • SharePoint
Skills/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Proactive and engaging 	-

<ul style="list-style-type: none"> • Solid written and verbal communication skills • High attention to detail • Critical thinking and problem-solving • Calmness and interpersonal skills • Ability to manage multiple stakeholders and shifting priorities • High level of discretion and confidentiality 	
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Key Competencies

<ul style="list-style-type: none"> • Proactive and solutions-focused • Highly trustworthy • Detail-oriented with strong follow-through • Calm under pressure • Strong interpersonal and stakeholder management skills • Adaptable and flexible • Process-driven with a continuous improvement mindset

<p>General Information</p> <ul style="list-style-type: none"> • The job description details the main outcomes of the job and will be updated if these outcomes change • All work performed/duties undertaken must be carried out in accordance with relevant HIL policies and procedures, within legislation, and considering the needs of our customers and the diverse community we serve. • Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people, and adults) and how to raise concerns • Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management

The information in this job description is accurate and reflects the requirement of the role:	
Line Manager:	Chris Sargisson
Position:	CEO
Date:	March 2026