



## **Job Description**

**Role:** Executive Assistant  
**Reporting to:** SVP TV and Video Programming EU

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VICELAND is the new TV channel from VICE that will be arriving in September 2016. The lifestyle and culture channel will feature original programming and series covering music, food, technology, sex, fashion and more. The channel is overseen by Oscar-winning writer/director Spike Jonze, a long-time VICE partner and creative director for the company, whilst all content is made by the in-house creative team at VICE.

## **Responsibilities**

- Full coordination and smooth running of the TV department.
- Respond to queries and emails behalf of Senior Executives.
- Travel management: co-ordinating and booking all travel requirements to include trains, flights, cars, visas and accommodation.
- Diary management: proactive, accurate, efficient diary management including the coordination, planning and confirmation of all internal and external meetings and video conferences. You will be responsible for tracking, replying and monitoring invitations for meetings and ensuring all are followed up; meeting room bookings, organising catering, AV equipment and support to gather and prepare any documentation required to support these meetings.
- Organising client lunches and dinners outside the office at suitable venues.
- Monthly expense logging and submission.
- Formatting Word documents, Excel documents and Keynote presentations as required.
- Internal events such company meetings and presentations.
- Ad hoc emergency Front of House support.
- Ad-hoc operations support.

## **Experience**

- At least 5 years' experience as PA/EA to a senior member of staff.
- Experience in TV is essential.
- Confident, outgoing, diligent, and hard working with a meticulous attention to detail.
- An organised self-starter who can keep all the balls in the air whilst under pressure.
- Excellent people skills.
- Extremely proactive.
- Good communication skills and the ability to clearly articulate needs both verbally and in written form.
- Common sense, empathy, the ability to always be one step ahead!
- Experience of working with Apple Keynote program is not essential but would be an advantage.

## **Other**

- To undertake such other tasks including general administrative duties as may be required from time to time
- To be an ambassador for the business at all times.

To apply please email a brief cover note and CV, with the reference “**Executive Assistant**” in the subject line to: [ukrecruitment@vice.com](mailto:ukrecruitment@vice.com). **Please include your notice period and salary expectations in your application.**

We look forward to hearing from you!

*If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.*