

Assistant to the Managing Director (Troika Part of YMU Group)

Based: London

Reports to: Managing Director, Troika (YMU's Scripted Division)

About the Group...

We are a leading talent management and professional services company based out of the UK and US. YMU provides a portfolio of services to a wide range of clients consisting of leaders in entertainment, film, music, radio, television and sport, including athletes, authors, digital influencers, media rights holders, musicians, producers, TV personalities and voiceover artists

About the Team...

You will be working "Troika", who represent over 300 clients ranging from UK national treasures to global screen stars and breakthrough Hollywood talent. Founded in 2005, the division consists of a team of experts with a wealth of experience in entertainment, drama and comedy. You will be specifically working in the Writers and Directors division.

About the Job...

Personal assistant to Troika's Managing Director and operational support to the Business Director.

The Assistant is Responsible for...

- Managing the MD's diary effectively and promptly; against agreed priorities
- Schedule meetings and deal with related logistics
- Prepare meeting agendas, perform research for meetings, and produce accurate and timely minutes
- Make all necessary business travel arrangements for the Managing Director, including flights, transportation, visas and lodgings
- Handle the MD's expenses, including producing reports and managing the budget
- Deal with routine email correspondence on behalf of the MD and working with the communications team to maintain MD's social media presence

- Act as principal point of contact for all in-bound enquiries to the Managing Director, whether by email or telephone with effective screening of all calls
- Liaising with clients and business contacts as appropriate
- Organise media appearances, conferences and events and dealing with related travel and logistics
- Handling IT issues on behalf of the MD and act as the MD's contact with the IT department
- Devise and maintain electronic filing and other office systems, ensuring processes and technology is up to date and in working order
- Manage discrete projects and follow-up with team members where required
- Maintain a strong working relationships with other Troika and Group Board members, their assistants, other relevant departments and divisions within the YMU group
- Working with the Business Director and the central HR team to identify and manage training initiatives and learning and development needs
- Preparing job descriptions; assisting with recruitment, on-boarding and training new employees where necessary
- Prepare and deliver monthly reports, as requested
- Preparing power-point presentations and documents to a high standard of execution, appropriate for communication to senior executives In the UK and US
- Providing administrative support for operational tasks undertaken by the Business Director

About You ...

- Experienced Personal Assistant at senior management level
- Experience of electronic diary management
- Exceptional interpersonal to enable professional interaction with a wide range of contacts, both internal and external to Troika
- Ability to organise and plan own work
- Excellent attention to detail, with the ability to maintain a high level of accuracy
- A flexible, pro-active approach to work including the ability to prioritise and re-prioritise.
- Ability to work on own initiative
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Ability to deal with highly sensitive and confidential issues in a professional manner
- Excellent IT skills, including a working knowledge of presentation software packages, preferably Apple (Mac), Microsoft Office Word, Excel and PowerPoint
- A relevant industry background would be preferred, ideally talent management and/or entertainment

- Across the board, discretion is of the utmost importance
- Strong organisation and administration skills
- Ability to communicate at all levels — both in written and verbal form
- Proactive and forward thinking; able to use own initiative
- Must possess excellent attention to detail
- Professional appearance and approach
- Ability to deal with highly sensitive and confidential issues in a professional manner
- Positive attitude with plenty of energy and enthusiasm
- Applicants must have the right to work within the UK.

What we offer:

We offer a wide variety of benefits including:

- Access to flexible working conditions — we believe with performance comes freedom.
- Private Medical and Life Insurance after 12 months' service
- Enhanced parental leave
- Staff equity share and bonus scheme
- Perkbox employee benefit platform