

Company: [Global University Systems \(GUS\) Services UK Ltd.](#)
Department: Executive Office
Role: Project Coordinator & Executive Assistant
Reporting to: Dedicated Member(s) of the Executive Team
Direct reports: N/A
Location: Tower Hill, London
Salary: Competitive

Role Summary

This is a diverse role wherein the postholder will work closely with the respective members of the Executive Team and the Senior Leadership Team (SLT) wherein the main role will be that of project coordination coupled with providing high standards of executive support, therefore requiring a high level of organization and strong communication skills.

As a project coordinator, you will play a pivotal role in managing and executing various projects that contribute to the advancement and success of GUS Services UK Ltd. You will be proactive in driving and coordinating confidential and time-sensitive projects and will therefore be detail-orientated in your journey to meet deadlines by seeking feedback, and collating action plans to drive the project forward.

The secondary aspect of this role will involve being an Executive Assistant, wherein you will play a crucial role in ensuring efficient operations, effective communication, and seamless coordination or administrative tasks. As you will be liaising with both internal and external stakeholders, including current and future investors within the educational sector (private and public). You will maintain confidentiality, anticipate stakeholder needs, and handle a wide range of responsibilities.

Key Activities & Responsibilities

Project Co-ordination Duties:

- Coordinate with project stakeholders to define project scope, goals and deliverables in a timely manner.
- To carry out research on projects that the Portfolio Managing Director(s) and / or Chief of Staff instigate in a thorough and timely manner.
- Develop detailed project plans, including timelines, tasks, resources and milestones to ensure effective delivery of the projects.
- Under the guidance of the respective members of the Executive Team, monitor project progress, identify potential roadblocks, and implement solutions to keep projects on track.
- Coordinate and communicate effectively with cross-functional teams, ensuring clear understanding of roles and responsibilities.
- Adopt a structured approach to projects from initial stages to completion.
- Work closely with stakeholders, often in senior positions, and build strong professional relationships with all involved in order to gain influence and credibility.

- Prepare and deliver regular project status updates and reports to Senior Management and external stakeholders.
- Foster strong relationships with external partners, vendors and collaborators involved in projects.
- Understand and navigate effectively interpersonal relationships, to ensure project delivery timelines are met.
- Analysing problems from a neutral perspective and steer discussions in the critical areas of the project.
- Utilise information in a dynamic environment within groups and project to get the best out of all project stakeholders.
- Be commercially astute.
- Coordinate event calendar when appropriate, scheduling meetings etc.
- Attending networking and professional events as relevant to the department
- Create and maintain internal departmental documentation to improve productivity of the team.
- Maintain an up-to-date knowledge of all relevant courses provided throughout the group of companies.
- Identify and mitigate project risks proactively addressing potential obstacles.
- Under the guidance of the respective members of the Executive Team, ensure projects adhere to institutional policies, regulations and quality standards.
- Plan and organize workload to ensure timely and effective delivery of projects.
- Foster a progressive and dynamic environment, that values creativity, entrepreneurship and innovation

Executive Assistant Duties:

- Act as a point of contact and gatekeeper for the respective members of the Executive Team by managing their schedules, appointments, and communications.
- Coordinate and prioritise incoming requests, email, and phone calls, ensuring timely and appropriate responses.
- Prepare and edit correspondence, reports, presentations, and other documents on behalf of the respective members of the Executive Team
- Manage complex calendars, scheduling meetings, conferences, and travel arrangements.
- Organise and facilitate internal and external meetings, including agenda preparation, meeting minutes, and follow-up on action items.
- Conduct research and compile information to support decision-making and strategic initiatives.
- Assist in budget tracking, expense reporting and financial documentation.
- Maintain confidential records, files, and sensitive information with the highest level of discretion.

- Provide general administrative support including managing office supplies, maintaining filing systems and ad-hoc duties such as dealing with incoming post, printing, copying and preparing documents for reviewing and sign-ins.
- Compile updates, briefings, reports and communicate to the respective departments and institutions within the Group, as well as external stakeholders using the most appropriate communication methods.
- Assisting Senior Leadership Team (SLT) as and when required
- Performing general office duties and assist with personal activities to Senior Leadership Team (SLT) such as personal bills, appointments, lunches and errands.

General Duties:

- Undertake other duties commensurate with the role in line with emerging business needs.
- Maintain a high degree of confidentiality at all times.
- Perform such duties consistent with your role as these may from time to time be assigned to you anywhere within GUS Services UK Ltd.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Abide by the college's Equal Opportunities Policy and promote equality and diversity in your work.
- Undertake continuous personal and professional development and keep abreast of any development within the sector and within the scope of the role.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness.

Requirements for the role

Qualifications/Education

A bachelor's degree or equivalent experience

Desirable:

Professional Project Management Certificate

Knowledge & Skills

- Organised with excellent time management skills
- Able to solve problems quickly and thrive under pressure
- Interpersonal skills and excellent communications skills both written and verbal
- Excellent attention to detail
- Efficient and pro active

- Proficiency in system skills such as Microsoft Office, Outlook, Excel, Power Point and project management softwares
- Self-motivated team player who is confident and flexible with the demonstrative ability to establish a strong rapport with senior management and key stakeholders
- Understands the need for discretion and displays the highest levels of professional integrity
- Project management skills.
- Excellent IT skills including MS packages and outlook
- Ability to work both as part of a team and on own initiative.
- Ability to manage situations calmly and diplomatically, resolving any issues as succinctly as possible.
- Cultural awareness and sensitivity
- Proof-reading skills

Experience

- Relevant experience in a similar role, particularly as a project coordinator
- Proven and demonstrable track record to have worked in fast growing SMEs
- Experience in working with senior management and internal staff members as well as external stakeholders
- Experience of working in a culturally diverse environment
- Experience in prioritizing and delegating
- Data entry in a demanding environment

Desirable:

- Experience of any bespoke database
- Experience working in Executive Educational Sector

The post holder may be asked to undertake different or additional duties in line with business requirements at the request of their line manager.

There is an expectation that all employees will maintain the values of the Group and will comply with the code of conduct as well as equality and diversity, health and safety and safeguarding policies.

There will be an occasional need to undertake business travel between other sites within London and across the UK.