

.TITLE: Executive Assistant to Co-CEO and Producer Support

Element Pictures wishes to recruit an Executive Assistant to the CO-CEO & Founder. This is an exciting opportunity to be at the heart of one of Ireland's leading production companies. This post serves as the primary point of contact for internal and external stakeholders on all matters relating to the Co-CEO, while also providing Producer administrative support. This is a fast-paced role, with particular focus on diary and travel management.

The post will be suited to someone who is organised, proactive and adaptable, and who has a proven ability to multi-task and prioritise effectively.

Duties include:

Full Inbox Management

- Monitoring the Director's inbox, including answering emails, dealing with queries and following up on requests.

Extensive Live Diary Management

- Fully managing and continuously updating diaries; ensuring the calendar and diary are prioritised daily according to changing demands and staying ahead of any internal and/or external issues which could impact the Director's schedule.
- Prioritise conflicting needs and progress matters expeditiously, proactively and follow through on projects to successful completion.
- Organising internal and external meetings and conference calls.

Extensive Worldwide Travel Management

- Booking all flights, hotels, car transfers, festival & conference accreditation.

General Administration

- Processing receipts and invoices, with detailed allocations across projects.
- Creating PowerPoint presentations.
- Providing cover for other administrative staff when needed.
- Occasional event management, including organising company-wide meetings, screenings and dinners.

Key Skills required

- Ability to work on own initiative with proven experience in a similar role
- Excellent organisational and communication skills
- Ability to multitask and work in a fast-paced environment
- Proven attention to detail and accuracy
- Able to prioritise and work under pressure
- Strong communicator who likes to work in a team environment
- Excellent MS Office skills
- Minimum 3 years PA experience, gained at a senior level

Location This role is offered on a full-time basis with a minimum of 3 days in office per week subject to initial training and business needs and will be based at our Dublin office 30-31 O'Connell St., D01DH58 Please send a short cover letter together with your CV to elp.employmentenquiries@elementpictures.ie Subject line:

Executive Assistant to Co-CEO and Producer support

Applications close: Monday 21st April 2025