

Company: IAM Experts Ltd
Location: UK
Role: Executive Assistant
Job Type: Permanent, Full-time, Hybrid

Executive Assistant

About IAM Experts:

IAM Experts is a leading consultancy firm that provides professional services in Identity Access Management (IAM) to organisations worldwide. With over 16 years of industry recognition, we are committed to delivering expertise and dedication to every project. Collaborating with established leaders and emerging vendors, we stay ahead through continuous technology watch. Operating across three continents with offices in the UK, France, India, and South Africa, our diverse team is proficient in 5+ languages, supporting clients globally. We take pride in our international reputation and rely on the support of over 350 valued consultants in the IAM space. In our dynamic environment, we promote open communication, respect, trust, and ongoing improvement.

Interested in joining our team of skilled professionals? We are currently seeking a UK-based **Executive Assistant**.

Job Description:

As an **Executive Assistant**, you will support our management team and work closely with our Company Directors and our Senior Account Director daily. Your role is to reduce their workload by handling administrative tasks and non-strategic communications on their behalf. Working alongside senior directors, you will have the opportunity to learn and develop your skills and career. You should be able to act as the first point of contact between team members, clients, consultants, and partners, redirecting emails to the appropriate parties when needed.

Key Responsibilities:

- Assist management with completing administrative and clerical tasks on a day-to-day basis.
- Serve as a point of contact and communication between senior management and employees lower down the chain of command.
- Provide a high level of customer service.
- Coordinate logistics relating to travel, accommodation, and events.
- Liaise with other teams to organise staff rotas and holiday allowances.
- Organise the continued training of staff in the company.

Must haves:

- Experience in a high-growth environment with the ability to handle high-pressure situations and emergencies.
- Proactive with the capacity to fulfil tasks efficiently and effectively.
- Excellent verbal and written communication skills.
- Excellent problem-solving skills, detail-oriented, analytical mindset, and fast learner.
- Up-to-date skills with Microsoft Office Suite.
- Excellent time management.
- Proficient in English; French is a plus.

**Compensation:**

Gross salary: £25,000 - £30,000 based on experience for a full-time role.

Insurance: Private medical insurance.

Pension: Pension benefits are detailed in the employment agreement.

Holiday: 28 days, plus bank holidays.

Work Style: Hybrid

You will work remotely, with one day per week onsite in our London office in Paddington. We are open to candidates seeking 100% remote roles.

Please note, we do not currently offer visa sponsorship.

Why Join Us:

At IAM Experts, you'll have the opportunity to work with cutting-edge technologies and collaborate with a talented team of professionals. We offer competitive compensation, comprehensive benefits, and opportunities for career growth and advancement. If you are passionate about technology and cybersecurity and thrive in a vibrant environment, we'd love to hear from you!

IAM Experts is an equal opportunity employer and values respect, diversity, inclusivity, and fairness in the workplace.

Contact:

If you want to be part of our dynamic and talented team, send your CV and cover letter to careers@iamexperts.org.