

PA TO COO

Our heart, head and hands play a part in everything we do. By caring about the art of hospitality and perfecting every detail, we work together to uplift the lives of others. There is nothing quite like the satisfaction of providing an unrivalled service that is greatly admired.

This role serves as the primary support to the Chief Operating Officer (COO), playing a pivotal role in assisting the executive and senior management teams. The Assistant provides confidential, comprehensive, and effective support to the COO. The PA is dedicated to equipping the team and visiting colleagues with the necessary resources for achieving their goals.

This dynamic position demands an individual with the ability to anticipate needs, think critically, and provide solutions with the utmost professionalism and confidentiality.

The role necessitates sound judgment in diverse situations, backed by strong written and verbal communication, administrative, and organisational skills. Maintaining a realistic balance among multiple priorities is crucial. The role requires to demonstrate the ability to work independently on projects, managing them from conception to completion. Moreover, the individual must handle a wide array of activities and confidential matters with discretion, especially when working under pressure.

Responsibilities:

- **COO Executive Support.** Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives. Manage senior executives' travel logistics and activities, including accommodations, transportation, and meals. Carry out any ad hoc requests as directed by the COO.
- **Communication Management.** Act as a primary point of contact for internal and external stakeholders including those of a highly confidential or critical nature. Draft and review correspondence, emails, memorandums, announcements, reports, and other documents on behalf of the COO.
- **Meetings/Events:** Facilitate meetings and/or events as required to include attendance at meetings, bookings, hospitality, accommodation, meeting schedules, preparation and issue of agendas and documents necessary, take and issue formal minutes and follow-up action points of departmental, cross functional, and senior / Board level project meetings. Coordinate all Operations Team meetings and retreats and assist with other required meetings and events as needed.
- **Budget Oversight.** Assist in budget preparation and tracking for the COO's office. Monitor expenses, process invoices, and reconcile financial records.
- **Project Coordination.** Assist in the planning and execution of special projects and initiatives. Monitor project progress and identify potential risks or delays, implementing corrective actions as necessary. Serve as a liaison between the COO and project teams, conveying expectations and priorities.

- Coordination between London and Malta HQ. Collaborate closely with HR and Administrative personnel based in Malta, fostering seamless communication between the London and Malta offices. Take a proactive role in organising onboarding processes for new colleagues within the Operations Team and ensuring a smooth integration into the respective teams and offices.
- Other projects/duties as assigned for the overall benefit of the organisation.

Requirements:

- Educated to GSCE level (or equivalent) in Maths and English
- Strong work tenure: work experience supporting C-Level Executives, preferably in a hospitality or luxury brands industry.
- Experience and interest in internal and external communications, partnership development, and luxury hospitality and travel
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social
- Media web platforms.
- Strong organisational skills, demonstrating the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including colleagues, board members, external partners, and senior teams across diverse international environments and cultures.
- Expert-level written and verbal communication skills, with the capacity to effectively convey information to individuals from different cultural backgrounds.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability in a global context.
- Emotional maturity, essential for navigating diverse cultural nuances and professional interactions.
- Highly resourceful team-player, adaptable to various competing demands, and capable of working effectively both independently and within an international team setting.
- Proven ability to handle confidential information with discretion, maintaining cultural sensitivity.
- Demonstrated ability to achieve high-performance goals and meet deadlines in a fast-paced international environment.
- Forward-looking thinker, actively seeking opportunities and proposing culturally informed solutions to address global challenges.

Qualified candidates are requested to submit their CV by email to hr@corinthia.com.