



STM Administrative Assistant Role Profile

Role Profile:	Administrative Assistant
Reports to:	Chief Executive Officer (CEO)
Job Type:	Part-time, with hours worked across five days

Overall Role Summary

To provide proactive day-to-day executive and administrative support to STM's CEO and help ensure the smooth running of routine administrative activities across the wider STM team.

The role is primarily focused on supporting the CEO through diary and travel management, meeting coordination, routine correspondence, expenses and general administration. In addition, the Administrative Assistant will provide practical administrative support to the Executive Team and wider STM team as needed, helping ensure arrangements are handled efficiently, information is well organised, and agreed follow-up is not overlooked.

Key Responsibilities

CEO Support

- Managing the CEO's diary and coordinating meetings across multiple time zones
- Organising travel and accommodation and preparing clear itineraries
- Supporting inbox organisation, routine correspondence and follow-up
- Managing expenses and other routine administration
- Helping the CEO stay on top of appointments, commitments and practical arrangements

Executive Team Support

- Organising Executive Team meetings, including scheduling and practical arrangements
- Helping ensure routine actions and administrative follow-up are not missed
- Providing practical administrative support to Executive Team members as required

Team Administration

- Coordinating internal and external meetings
- Supporting regular online team meetings and occasional in-person team meetings, including travel and venue arrangements where required
- Maintaining shared calendars, contact information, templates, filing and administrative records
- Preparing and formatting routine documents, correspondence and meeting materials
- Keeping shared administrative information organised and up to date
- Providing general administrative support to colleagues as needed

Administrative Records and Systems

- Maintaining contact information, templates, administrative records and agreed shared filing
- Helping keep shared administrative information accurate, accessible and up to date
- Supporting consistent use of routine administrative processes across the team

- Identifying straightforward opportunities to improve administrative organisation and suggesting practical solutions

Knowledge, Skills, and Behaviours

- Previous experience in an administrative, office support, executive assistant, personal assistant or co-ordination role
- Strong organisational skills and excellent attention to detail
- Experience managing diaries, meetings, travel and expenses
- Ability to manage multiple requests and changing priorities
- A proactive, practical and service-focused approach
- Reliable follow-through and a willingness to prompt others appropriately when something needs attention
- Clear and professional written and verbal communication
- Good judgement and discretion when handling confidential information
- Confidence working with senior colleagues and external stakeholders
- Ability to work independently from home while remaining closely connected to a remote team
- Confidence using Microsoft 365, including Outlook, Teams, Word, Excel, SharePoint and OneDrive
- Comfortable using AI-powered tools responsibly and appropriately to support administrative efficiency, organisation and productivity
- Flexibility to work across five days and occasionally accommodate STM's international activities