



**JCF DEVELOPMENTS**

**EXECUTIVE  
ASSISTANT  
ROLE**

**ARE YOU A  
FOOD FANATIC  
AND DESIGN LOVER?**



## JCF DEVELOPMENTS

### EXECUTIVE ASSISTANT ROLE

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We are a leading design and hospitality consultancy seeking a **Executive Assistant** to report to the Creative Director.

The firm is at the cutting edge of the industry bringing new format and design concepts to the Irish market influenced by international trends with an emphasis on customer experience (CX). The firm is behind award winning offerings, values creativity and fosters a growth mindset.

The role would suit a recent graduate with a degree from the creative disciplines or social sciences including business, arts & humanities or related field areas. The ideal candidate must have a strong and genuine interest in food/hospitality/events

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To excel in the role the successful candidate will need to enjoy a dynamic, fast-paced work environment and have:

- A driven and motivated attitude
- An aptitude for creativity and design
- An ability to interpret briefs clearly with a solution focus
- An ability to ideate, articulate and communicate ideas and concepts effectively
- An outgoing, confident and mature communication style
- Excellent writing, organisational and time-management skills
- An ability to prioritise effectively and be flexible where necessary
- An ability to work with others and co-ordinate activities effectively in their area of responsibility
- A commitment to maintain and enhance relevant knowledge, skills and competencies

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It would be desirable for the successful candidate to have:

- Relevant work experience
- Experience in office administration
- Competency using MS Office



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### EXECUTIVE ASSISTANT ROLE

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The successful **Executive Assistant** candidate would initially be expected to support the work of the Creative Director in the following areas:

- Acting as a first point of contact, dealing with correspondence and phone calls
- Liaising with staff, suppliers and clients
- Organising events and event management
- Managing diaries and organising meetings and appointments
- (Often) controlling access to the Creative Director
- Booking and arranging travel, transport and accommodation
- Keeping track of important tasks and deadlines and flagging same with relevant team members
- Compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Collating and filing expenses
- Perform any other related tasks as may be required

The successful candidate will benefit from both a training and mentoring ethos and will be supported to develop their skill set as part of the role.

A competitive salary will be offered in line with qualifications held and experience. Relevant pay scales would be subject to review based on further capacity and skill development.

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Interested candidates should send their CV in MS Word or PDF format, along with a short introductory cover letter / expression of interest to:

[john@jcfdevelopments.com](mailto:john@jcfdevelopments.com)