

JOB TITLE	Executive Assistant
DEPARTMENT	Milestone
LOCATION	Dublin, Ireland

JOB SUMMARY

Working in a dynamic and challenging environment, the Executive Assistant role is the key support function for the Milestone team. The Executive Assistant is primarily responsible for organising the time commitments of the Milestone CEO and the Leadership team and ensuring the smooth running of meetings, travel and events.

To succeed, the Executive Assistant must pay meticulous attention to detail, demonstrate strong communication skills, be commercially focused, and be adept at managing multiple, competing priorities simultaneously.

ABOUT AERCAP

AerCap is the global leader in aviation leasing with one of the most attractive order books in the industry. AerCap serves approximately 300 customers around the world with comprehensive fleet solutions. AerCap is listed on the New York Stock Exchange (AER) and has its headquarters in Dublin with offices in Shannon, Miami, Singapore, Memphis, Amsterdam, Shanghai, Dubai, and other locations around the world.

ESSENTIAL FUNCTIONS

- Diary and Calendar Management and ensure accurate and timely management of meetings
- Manage business events, conferences and travel including flights, visas, and accommodation at an international level
- Organize and manage corporate and communication events in coordination with internal functions and external parties (Including international site visits, venue and accommodation searches). Control budget and manage compliance process with suppliers.
- Coordinate itineraries for visiting executives (including organisation of meetings; catering arrangements; transportation arrangements; preparing and distribution of detailed itineraries)
- Organising and attending meetings, and ensuring the CEO and team are prepared for meetings
- Handle work of a highly confidential and sensitive nature
- Manage and resolve queries on behalf of the CEO and the Leadership team
- Production of a variety of documents, email, and presentation materials
- Compilation and analysis of invoices, expenses and assistance in budgetary control where required
- Develop efficient and effective management information systems and procedures that allow swift and easy access to key documents and files
- Contact database management
- Email management as required
- Minute taking
- Manage ad-hoc special projects as required
- Provide assistance where required to wider team in populating presentations and reports, in line with the policies and procedures
- Maintenance of supplier agreements

JOB REQUIREMENTS, QUALIFICATIONS, and COMPETENCIES

Educational/ Experience

- Third level qualification desirable or relevant experience
- Corporate experience essential
- Aircraft Leasing industry experience desirable
- 3-5 years' experience supporting senior management and management of stakeholders

Technical/Functional

- Minute taking and report writing
- Presentation drafting
- Must have demonstrable experience working on projects and initiatives
- Fluent English both written and oral
- Excellent MS office skills, including Word, Excel and PowerPoint

Additional competencies

- Self-starter with confidence and commitment to professional delivery
- Excellent communication skills
- Highly motivated and flexible individual
- Attention to detail with a focus on results and efficiency
- Excellent organisational and time management skills
- Ability to work under pressure, often with tight timescales and often with a limited brief
- Flexibility in working hours to accommodate demands of different time zones
- Accustomed to working with senior executives and sensitive data
- Tech Savvy
- Ability to travel internationally independently and report back efficiently

WE OFFER

- Challenging job in a dynamic business environment.
- Interesting colleagues with different backgrounds from all over the world.
- An opportunity to become part of the dynamic world of aircraft finance with the largest aircraft lessor in the world.
- An attractive employment package with a competitive salary and excellent working conditions.