**Job Title: Second Assistant**

**Department: Executive**

**Reports To: Chief Executive Officer and President UK, EMEA Strategy & Operations**

**Location: London, UK**

**JOB SPECIFICATION**

A leading global entertainment company with a strong and diversified presence in motion picture production and distribution, television programming and syndication, home entertainment, family entertainment, digital distribution, new channel platforms and international distribution and sales.

The role of second assistant will support the primary Executive Assistant. The ideal candidate must have the ability to adapt to a fast - paced environment, be resourceful and calm under pressure. A self-starter who is able to ensure that all aspects of support are organised and prioritised, including any confidential projects as required.

The candidate must have excellent organisational, prioritisation and decision-making skills, ideally with some experience of managing a highly changeable calendar of senior executives. Tact, diplomacy and the ability to work sensitively with extremely confidential material will be key.

**Some key responsibilities include:**

* Supporting the Executive Assistant in managing the Executive office
* Communicating and liaising with the senior executives and their assistants in the US office
* Supporting an extremely busy diary
* Support general Human Resources duties
* Field calls, manage phone sheet, greet guests/partners, and handle project files
* Responsible for executive expenses
* Arranging complex international travel and itineraries
* Co-ordinating film markets and international meetings
* Preparing correspondence, agendas and meeting notes
* Assist on both confidential and business-related research & projects, as assigned.
* Preparing presentations using PowerPoint

**Key Skills Required:**

* Previous experience preferred
* Ability to handle sensitive and complex situations with complete confidentiality and efficiency
* Proficient in Microsoft Office: Word, Excel, PowerPoint and Outlook
* Have attention to detail, organization, initiative, and the ability to identify and anticipate challenges before they arise is key
* Effective communication skills, both written and verbal
* Have excellent interpersonal skills, and are able to work collaboratively throughout an organization with the ability to work with people at all levels is essential
* Flexibility with regards to working hours and occasional weekends
* Have a keen interest & passion in Film & Television

**We are seeking candidates who are able to demonstrate the Lionsgate values:**

* **Collaborative** - a great team player who works well alongside all stakeholders
* **Passionate** - an ability to enrol, involve and motivate others with your ideas and plans
* **Innovative** – a creative flair, with the ability to think differently and offer new solutions and ideas
* **Inspiring** – demonstrate drive, tenacity and commitment to the job in hand
* **Integrity** – remaining true to the company’s values and always acting with positive intent

***To apply for this role, please send a covering letter and cv to: HR@lionsgatefilms.co.uk***