



Group Executive Assistant (12-month FTC)

We have an exciting opportunity for a highly skilled and proactive Group Executive Assistant to join us. As the Group Executive Assistant, you will play a pivotal role in providing high-level support to our Group CEO, CFO and Chairman, also serving as the main contact for coordinating investor relations and supporting with company results. Strong communication, presentation and organisational skills, and the ability to navigate high demands and dynamic environments are essential for success in this role.

Sanderson Design Group aims to be the leading organisation in its industry, committed to driving innovation and excellence in all aspects of our operations. We are a collective of luxury interior brands, each with a special role to play, and two manufacturing brands (Anstey Wallpaper Company and Standfast & Barracks). At Sanderson Design Group, we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, and Scion and our purpose is 'to bring the beautiful into people's homes and lives'.

Responsibilities

Executive Support:

- Manage the CEO's and CFO's diaries, appointments, and scheduling
- Handle administrative tasks such as expenses, catering arrangements, and internal meetings
- Act as a liaison with key stakeholders, clients, and visitors, ensuring smooth communication and coordination
- Support the CEO and Group Leadership Team in executing the company strategy by gathering information, building presentations, and coordinating with teams to meet strict deadlines for presentations to the Board, ensuring alignment and clarity in communication
- Manage and track travel budget for Group Leadership Team
- Manage travel arrangements for the CEO and CFO, including flights, accommodation, and transportation

Board Support:

- Coordinate and collate monthly Board meetings and Board papers, ensuring timely distribution and accuracy
- Provide general administrative support to Board members, including travel arrangements, handling expenses, arranging catering for meetings, and scheduling ad-hoc meetings as needed

Investor Relations:

- Manage investor relations activities, including coordinating company results and investor presentations
- Manage corporate communications with advisors and corporate PR company and ensuring effective dissemination of information to internal teams

Line Management:

- Provide line management for (Voysey House based) Admin and Facilities Coordinator



Experience & Skills

- Demonstrably solid experience as an Executive Assistant, supporting C-suite executives
- Strong communication and interpersonal skills, with the ability to build and maintain relationships with key stakeholders
- Excellent organisational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively
- Presentation skills to create external company communication platforms
- Proven ability to work autonomously and handle confidential information with discretion
- Flexibility and agility to adapt to changing priorities and high demands in a fast-paced environment

Work Beautiful Commitment: At Sanderson Design Group, we are committed to Work Beautiful, where people are at the heart of everything we do. The successful candidate will contribute to fostering a positive work environment and embodying our core values to be respectful, intrepid, and imaginative. We are committed to creating a workplace where every individual is valued, empowered, and inspired to achieve their best.

Application Process: To apply for this position, please submit your resume/CV along with a cover letter outlining your relevant experience and why you are interested in joining our team. We look forward to receiving your application and welcoming you to Sanderson Design Group.

Note: This job description is intended to convey information essential to understanding the scope of the role. It may be subject to change based on business needs and organizational priorities.

To apply, please send your CV to jobs@sandersondesigngroup.com

About us

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, begun life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners



Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming “purveyors of wallpaper and paint” to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People’s Homes and Lives. We are Sanderson Design Group.