



Executive Assistant



GENERAL SUMMARY

The Kensa Group represents award-winning British engineering at its finest - the UK's leading manufacturer of ground source heat pumps (Kensa Heat Pumps), the UK's pioneer of their mass-scale installation (Kensa Contracting) and innovative infrastructure asset company (Kensa Utilities).

The Kensa Group is transforming how Britain's heat their homes, delivering a 21st century alternative to the gas grid. With over two decades of proven expertise in low carbon technology, we want to connect people in homes and businesses across the UK to cleaner, greener, and cheaper heat. Together, we will meet the UK's ambition to install 600,000 heat pumps every year by 2028 and be net zero by 2050.

ROLE OVERVIEW

As Executive Assistant for the Kensa Group Executive team you will provide support to the CEO, CTO, CFO and Board. You will lead office management and other organisational support to ensure Kensa can remain a high performing organisation.

We are looking for a confident Executive Assistant who will have excellent communication skills, have a solutions-based approach and be detail and process-orientated.



ROLE BENEFITS

To facilitate your success as Executive Assistant, we will provide an innovative and futuristic oriented environment, a forum to express and test ideas, and interesting work with challenge and scope.

We also offer the pivotal opportunity for you to make a significant contribution to the safeguarding of our environment, saving the planet one heat pump at a time.

We will welcome you to a culture of incredibly hard-working, knowledgeable, inspiring, supportive, enthusiastic, and passionate people.

We expect a lot from our staff, but that should appeal to you, because we expect a lot from our industry's potential – we are all committed to the UK's 2050 path to net zero carbon, and are determined to achieve that goal, but we also want to enjoy the journey together.

Competitive salary: £30,000 - £35,000 per annum. Dependent on qualifications and experience.

Pension: Automatic enrolment into Kensa's company pension scheme.

Holiday: 25 days holiday increasing to 30days holiday (plus bank holidays) for 5+ years' service.

Flexible working environment: We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office based.

Office culture: We ensure you are well-stocked and have all the technology and equipment you need to perform at your best.

Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families.

Growth: Your development is important - we encourage and help with development including internal and external courses, learning, study, and software support, all bespoke to you.

Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.

Health: Private Health Insurance available after one year of service.

Active: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health.



ROLE REQUIREMENTS

We are looking for an experienced Executive Assistant, who is passionate about succeeding in this growing and high performing environment. You will be responsible for the generic site office-management, implementation of office/site policies and procedures and be lead contact for facilities and site maintenance issues. This is a unique role that demands an exceptional candidate motivated to excel at coordinating and supporting the Senior Leadership team.

EXPERIENCE

- Must have demonstrable experience of Executive Assistant support at Director level.
- Exceptional organisational and diary management.
- Experience in managing office relocation/refurbishment projects advantageous.

EDUCATION

- Minimum 5 years of relevant work experience.
- Degree / HNC is considered as a plus.

CHARACTERISTICS

A great capacity for task follow through and attention to detail. Accurate, logical, analytical, a 'factfinder', you are precise, and a thorough problem solver.

You are innovative and forward looking, driven by results. You are open to and enjoy ideation, quick learning, adaptable, and not averse to change.

You are a strong critical listener and work well as part of a small team as well as autonomously. Exceptional interpersonal communication skills.

ESSENTIAL SKILLS

- Excellent communication skills.
- Problem solving and decision-making skills.
- Ability to work autonomously.
- Ability to work under pressure and meet tight deadlines.
- Strong business and commercial acumen.
- Ability to communicate and present to senior management.
- Ability to build relationships at all levels across the business and with external contacts.
- Experience of using full Microsoft Office suite.
- Drafting, writing and research skills.
- Solutions focussed approach.
- Well organised.
- Detail and process-oriented, minimising risks.
- Digitally savvy.

ROLE RESPONSIBILITIES

- Deliver a high level and confidential support in a fast-paced environment to assist Executive team in driving the strategic direction of the business.
- Multi-task and prioritise workload of Executive team and self, in a constantly evolving and changing environment.
- Handle complex calendar management to prioritise business demands.
- Manage organisation of leadership team meetings, collate reports and files for Executive team, and support Group Board meetings, and delegate/manage actions as necessary.
- Team manager and accountable for office management, fleet and Kensa group function procurement, including managing a small team. Aim to ensure high quality and drive value for money.
- Influence and engage relevant parties to ensure actions/tasks are completed.
- Collaborate and assist in confidential corporate-level business projects.
- Manage all aspects of VIP site visits to create a positive impression.
- Manage confidential transactions and authorisations (including complex senior management/financial changes) and approvals on behalf of MD.
- Key point of contact for stakeholder management of external meetings/visits which are of strategic importance to the business.
- Maximise business efficiencies and optimise value for purchases in relation to company expenses (travel, taxis, hire car, accommodation, stationery, catering) in line with company policy.
- Encourage 'ownership' behaviour and lead by example to optimise service provision and support across the organisation.
- Support a positive health, safety, and environmental culture, offering improvement suggestions and participating in review of work practices and procedures.
- Encourage positive wellbeing in the workplace.
- Encourage diverse and inclusive culture.

WORKBASE

This role will be based at Kensa offices in Truro, minimum 3 days per week with hybrid home working. There will be a requirement to travel/visit other assets on occasion as required.

REPORTING STRUCTURE

Reporting to the CEO.

Key Stakeholders and working relationships:

- CEO, CTO, CFO, Group HR Director
- Senior Leadership team
- Board / Group Secretariat
- Kensa wide team

Responsible for staff.

This job description and benefits may be subject to change, in consultation with the postholder, in response to new circumstances.

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.

Apply online here:

thekensagroup.com/kensa-job-vacancies

Or send a CV and a covering letter to:

jobs@thekensagroup.com