

**BroadwayMalyan<sup>BM</sup>**

**Executive Assistant  
to Leadership Team  
London Studio**

*Candidate Information Pack*



# We are looking for a **Executive Assistant to Leadership Team**

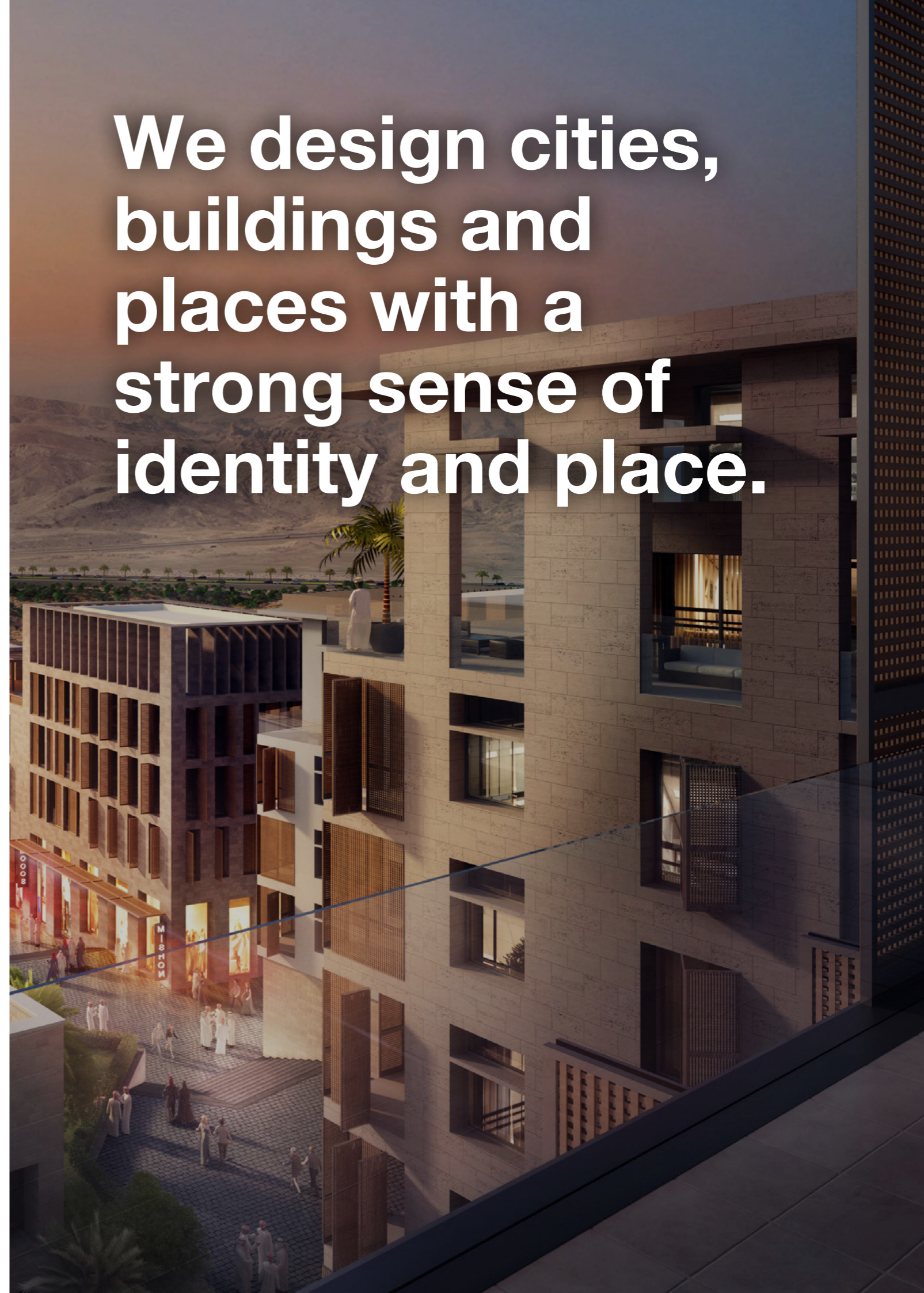


**Ian Apsley**  
*Group Managing Director,  
Broadway Malyan*

Broadway Malyan is a renowned international architecture and design practice known for its innovative approach to creating remarkable spaces. With a global presence, we specialise in masterplanning, architecture, and interior design, crafting transformative environments that inspire and enrich lives. From iconic buildings to sustainable urban developments, Broadway Malyan is committed to pushing the boundaries of design excellence and shaping the future of the built environment.

As an employee-owned practice, we are able to create an inclusive culture where everyone has a strong sense of engagement and shared responsibility in the future of our business. We are committed to investing and inspiring our people, so we can attract and retain the best talent to strengthen our reputation as both a design practice and an employer of choice.

# We design cities, buildings and places with a strong sense of identity and place.





# Creating inspiring places

## The position:

We are seeking a highly organised and detail-oriented Executive Assistant to provide administrative and operational support to Broadway Malyan's senior Executive Directors team (ED): Group Chair, CEO, CFO and COO.

## Location:

Full Time - Studio Based (London)



## Primary Duties and Responsibilities

- Maintain calendars, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs.
- Serve as a liaison between the ED team, Executive Committee and the Board. This includes answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Serve as a primary point of contact between the ED Team and stakeholders including helping to coordinate the work of the different groups and providing administrative support for governance meetings.
- Assist the ED team in the development of presentations and white papers for internal and external audiences.
- Determine priority of matters of attention for the ED team; redirect matters to staff to handle, or handle matters personally, as appropriate.
- Keep team advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Routinely perform a wide variety of support duties.
- Sort and triage mail; maintain e-mail and other address directories.
- Compose and prepare letters relating to routine correspondence for the ED signature.
- Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials.
- Prepare, reconcile, and submit expense reports.
- Maintain paper and electronic filing systems.
- Maintain confidential and sensitive information.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Assist with project management and special assignments as needed.
- Other additional and/or alternative duties as assigned from time to time, including supporting other departments or Executives as needed.





Creating  
places.  
**Together.**

#### The ideal candidate is

- A detail-oriented self-starter with prior experience in the professional services, financial services industry or with a technology team.
- Has excellent time management skills.
- Energetic and eager to tackle new projects and ideas
- Comfortable interacting with high-level executives
- A team player capable of cultivating productive working relationships across the firm
- Resourceful, can-do attitude
- Comfortable working in a fast-paced, dynamic environment.
- Has the ability to multitask and prioritise daily workload.
- Has high level of professionalism and discretion in handling confidential information .
- Is a strong problem-solving and decision-making capabilities.

#### Skillset and background

- Prior experience in supporting a senior executive or team
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel) and open to learning new software and technology.
- Exceptional writing, editing, and proofreading skills
- Familiarity with and the design, development, or construction industry is a plus, in particular understanding industry-specific project management or regulatory standards.
- Excellent organization and time-management skills
- Discretion and confidentiality
- Bachelor's degree preferred or equivalent experience.





# Application and Recruitment Process

If you are interested in this vacancy, please send your CV to [recruitment@broadwaymalyan.com](mailto:recruitment@broadwaymalyan.com) quoting the relevant job title in the subject line. You must have the right to work in the UK to apply for this vacancy.

Broadway Malyan is an equal opportunities employer