



Job title: Operations Assistant (Senior Executive)
Working for: Hanbury Strategy
Reporting to: Simon Evans, Partner and COO
Location: UK (London-office, currently working remotely)
Start Date: 2020, ASAP
Salary: Competitive and dependant on experience

Job description – Operations Assistant Hanbury Strategy & Communications Ltd

About Hanbury Strategy

Hanbury Strategy is looking for a new Operations Assistant to join our growing operations team. Described as 'one of the most exciting start-ups in the space for some years', Hanbury, now four years old, is a fast-growth public affairs and corporate communications consultancy with brilliant people and stellar clients. We help businesses navigate a time of global change, managing all aspects of communications to help firms tell their story; and build winning, insight-backed campaigns to help shape public opinion.

Hanbury's highly respected operations team supports the wider organisation by providing vital back office services including finance, HR, legal, compliance and office management. The operations team also devise and implement strategic initiatives within the firm.

We are looking for an ambitious and experienced Operations Manager. This driven individual will work directly with the COO, assisting and learning from him and also taking ownership of many aspects of core operations functions. In addition to Hanbury UK we have a subsidiary in Brussels and a branch in Berlin. This role will have the opportunity to work across all entities and, to develop and grow according to the ambition of this innovative, dynamic business.

We have:

- Competitive compensation packages and bonus scheme
- A "work from home" set up planned to last at least to 2021. All technology will be supplied to support this
- For 2021, offices in the brilliant Second Home, Spitalfields co-working space with an onsite cafe, showers, yoga, live music, film screenings and regular guest speakers
- 28 days holiday (excluding Bank Holidays)
- Doctor Care Anywhere – providing you with access to medical appointments whenever you need it and an Employee Assistance Programme (EAP)
- Regular opportunities to socialise virtually including quizzes, Italian cookery, Paint & Sip evenings
- A strong learning & development programme including fortnightly virtual training sessions and training bespoke to your development needs

You have:

- Experience of working within a dynamic organisation and the functions of a fast growing company
- Good knowledge of commercial aspects of how a firm operates and potentially, legal and compliance elements of operations
- Attention to detail, a strong work ethic and sound project management skills
- Worked with Excel to an intermediate level
- A knowledge of contract and the administration of contracts
- A desire to be part of a growing team working to support a rapidly growing business
- Very strong organisation skills

This role would suit someone with emotional intelligence and strong people skills, an aptitude for problem-solving and fast-moving environments and a hunger to learn. We see the successful candidate being someone keen to develop an entrepreneurial skill set, to understand and contribute to the vital processes and structures that turn start-ups into credible, scaleable success stories.

A typical day might include the following:

- Supporting the COO in legal and compliance matters
- Liaising with the Finance and HR teams and relaying important information to inform their work
- Working with the wider company on the implementation of company policies and important compliance procedures
- Working alongside the COO in implementing and responding to legal aspects of the business operations:
 - Ownership of client and supplier contract status
 - Ongoing process improvement and automation
 - Ongoing drive to implement compliance controls
 - Development of new processes and direct relationships with company advisors supporting the business
 - Assisting the COO in preparing for board meetings and other key team presentations
 - Keeping abreast of changes and ensuring legal and regulatory compliance

To Apply

To apply, please email info@hanburystrategy.com with your CV and answers to the following questions:

1. Please tell us in 100 words or less why you think you are the right candidate for this role?
2. One of Hanbury's core values is 'We Underpromise and Over Deliver', please tell us in (100 words or less) how you demonstrate that value at work?
3. Please tell us in 100 words or less about the legal contract experience that you have?

Hanbury Strategy is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of age, disability, gender or gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, colour, nationality, ethnic or national origin, sex or sexual orientation.