



Discover  
something *new!*

## Job Description

<b>Title:</b>	Personal Assistant to the Directors
<b>Type:</b>	Permanent, Full time
<b>Start date:</b>	ASAP
<b>Hours:</b>	40 hours per week
<b>Salary:</b>	Competitive, dependent on experience
<b>Location:</b>	This role is 100% based at our new HQ in Snodland, Kent (not remote working)

### Who is Must Have Ideas?

Whilst still only young, we're one of the UK's fastest growing ecommerce brands, helping over 2 million customers 'discover something new' every year. One in ten homes in the UK now have one of our clever, problem-solving products and we're widely recognised as one of the leading ecommerce innovators of the past few years. Named by The Sunday Times as the 66<sup>th</sup> fastest growing company in 2024, we're a British success story and our incredible growth isn't stopping any time soon – and we'd love you to join us on this exciting journey!

### The Team

You'll be working with a group of great people who think independently but collaborate as a strong team to deliver exceptional results. Career progression? Absolutely - there are plenty of opportunities to grow and develop, as our rapid growth continues.

### We're fully office-based

We believe that we are at our best when we're together, and that's why our team fully works from our office from our swanky new offices in Snodland, near Maidstone. This facilitates easier collaboration, encourages conversations, and sparks creativity. And there's some pretty sweet incentives to coming to the office, too, including free breakfast every day!

### This Role

This is an excellent opportunity to join us on our fast-growth journey!

We're looking for a superstar Personal Assistant to be the right-hand person for the Directors of the business. Please note - this role is full time and permanent and you will be sharing responsibilities with another part-time PA.

Your responsibilities will include:

- Day-to-day assistance and support to the Directors with both personal and business tasks & projects
- Anticipating the needs of the Directors throughout the day, ensuring they have everything they need to be efficient and effective in their roles
- Researching projects and presenting a summary of your findings to enable Directors to make informed decisions

- Diary management, scheduling meetings and planning events
- Screening Director's phone calls, enquiries and requests
- Minute taking, capturing actions and following up
- Assist in the creation of presentation decks & regular reports
- Coordinating and booking international travel
- Online sourcing and ordering for both business and personal requirements
- Greet and provide hospitality to guests and visitors
- Organising staff social events
- General personal support to the Directors to make their day-to-day lives easier, allowing them to focus on the business
- Responsibility for office and building management, dealing with supplies, contractors and service providers

You'll excel in this role if you have the following skills & experience:

- At least 2 years' experience in an PA/EA role
- Excellent written and oral communication skills, able to communicate effectively with people on all levels
- Ridiculously organised and right at home in a fast-paced environment where no two days are the same
- An ability to juggle demands, prioritise tasks and manage your own time effectively
- Very strong with IT in general and specifically Microsoft 365 applications, including Word, Excel & Teams
- A superior eye for detail with a methodical approach, together with a very high level of discretion
- You'll be a confident, motivated, enthusiastic team player

### **What's it like to work here?**

We know that our people are key to our success. That's why we strive to make MHI a great place to work – just ask our team. It's a friendly, welcoming and fun environment here. We've worked hard to create an amazing experience for our people because we know that workplace happiness goes way beyond just your salary. We're proud to offer one of the best packages of team perks in the area, including:

- Free breakfast every morning
- Minimum of 25 days holiday per year as standard (plus more the longer you stay)
- Flexible hours
- Your birthday off work
- Free EV charging
- Free car washing
- Regular team and charity fundraising events
- Free products from our range
- Generous staff discount
- Company pension
- Casual dress code
- Free and unlimited sweets, cold & hot drinks

**What happens next?**

If we think you could be a good fit, we'll be in touch to arrange an initial call to get to know you. If all goes well, you'll be invited to come and see our new state-of-the-art facilities and for a more in-depth conversation. We may ask you to complete a small task to show us your skills and there may be a second interview stage, too.

This is an excellent opportunity to join us while the company is still young and to be part of our high-growth journey, with all the opportunities that brings.

Must Have Ideas Ltd is an equal opportunities employer and we're working hard to build a diverse and inclusive workforce.