



Discover  
something *new!*

## Job Description

<b>Title:</b>	Personal Assistant to the Founders
<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 Aylesford, Kent

### 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 six 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 the UK, we're a British success story and our incredible growth isn't stopping any time soon. We would 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 base in Aylesford, Kent. Being together facilitates superior 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 full-time PA.

Your responsibilities will include:

- Day-to-day assistance and support to the Founders with both personal and business tasks & projects
- Anticipating the needs of the Founders 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 Founders to make informed decisions

- Diary management, scheduling meetings and planning events
- Screening Founder'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 Founders 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. As well as being a Living Wage employer, we're proud to offer one of the best packages of team perks in the area, including:

- Private healthcare
- Free breakfast every morning
- Paid sick leave
- Flexible hours
- Minimum of 25 days holiday per year as standard (plus more the longer you stay)
- Buy or sell holiday
- Generous paid maternity & paternity leave
- Your birthday off work every year
- Free electric vehicle charging
- Free car washing every month
- Regular team & charity fundraising events
- Free products from our range
- Generous staff discount on our range of products
- Free personal use of company vans
- Company pension
- Salary sacrifice schemes (cycle to work, electric car leasing)

- Season ticket loans
- Casual dress code
- Free and unlimited fruit, 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.