

Job title: Executive Assistant

Department: Airport Management

Reporting to: Chief Executive Officer

Location: London Oxford Airport

Date: September 2026

Main purpose of job

The Executive Assistant will provide high-level administrative, organisational, and coordination support to the Board, CEO and Head of Business Development.

This role ensures smooth executive operations, manages sensitive information with discretion, and supports strategic business development activities across the airport.

Key Responsibilities:

- Manage diaries, schedules, and priorities, coordinating appointments and commitments.
- Coordinate internal and external meetings and prepare meeting materials.
- Plan, book and prepare logistics, including room bookings, catering and technical requirements
- Prioritise and manage critical emails, flagging critical messages and coordinating responses as needed.
- Ensure full preparation for meetings by providing briefing notes, agendas, and necessary reports in advance.
- Attend meetings to capture minutes and document action items as required.
- Draft, format and proofread communications, reports, presentations, and briefings.
- Ensure all documents are prepared and submitted within agreed timelines and to a high standard.
- Produce detailed itineraries to support efficient travel and time management.
- Maintain confidentiality and manage sensitive information.
- Support business development and marketing activities, research, and proposal preparation.
- Coordinate commercial meetings and maintain CRM updates.
- Prepare travel, logistics, expense claims, and manage documentation.
- Assist with HR and recruitment processes.
- Assist with strategic project coordination and cross-departmental communication.
- Assist with Community Engagement
- Build strong and productive relationships with both key internal and external stakeholders.

Role Competencies

- Proven EA/PA experience at senior level.
- Exceptional organisational and multitasking skills.



- Excellent written and verbal communication.
- High level of professionalism, discretion and confidentiality.
- Strong interpersonal skills
- Excellent IT literacy and MS Office skills.
- Desirable: Experience in aviation, regulated industries, CRM tools, or project coordination.

Working conditions

Position: Salaried

Hours: 0830 - 1730 - Monday to Friday (40 hours)

Location: London Oxford Airport

Exceptionally, it may be necessary and essential to work unsociable hours.
The post holder is expected to fulfil such requirements without additional recompense.

Signed: Dated:

Name: