

Admin
Assistant

Candidate Pack

be brave. be bold. be different.

About Moxy Communications



Moxy Communications is the consultancy that I always wanted but struggled to find. One that thinks differently about how it supports leaders' individual needs, as well as their communications requirements. I wanted to challenge the idea that once you reach director level you no longer need any support. It's why I qualified as a coach: because some days people need a second brain, and on others they just need a sanity check!

Since its creation three years ago, we have worked with some incredible leaders to deliver a range of projects and workshops. We have grown a small, but perfectly formed, team and pride ourselves in thinking differently about everything we do. We have one important rule: we only work with people who get the best out of us, so we can always offer our best in return.

Our business and brand is dedicated to helping people be brave, bold and different in everything they do. We want to unlock everyone's potential to show their moxy, allow them the confidence to trust their instincts, challenge convention and do things their way. That includes you, should you end up joining us...

Suzanne Edmond, Founding Director



About the role

This is an important role at the heart of a small but growing business. While the role itself is focused on admin and finance, you will be part of a fun and creative business with daily interaction with our brilliant team and clients.

Diary management: You will manage the Founding Director's diary, which is susceptible to frequent change, balancing meetings with time to deliver. You will also make sure that the team is regularly meeting existing and new clients, supporting travel and logistics.

Client contracts: You will be responsible for onboarding new clients and ensuring we always have contracts in place. This particularly relates to our coaching clients, which last 3-6 months, along with workshops and one-off projects.

Finance: You will help keep things on track day to day by managing expenses, tracking client hours - particularly for our consultancy clients - and preparing monthly invoices. We have amazing external accountants who manage our quarterly VAT return and Accounts.

Logistics: You will support the team on logistics around client meetings, workshops and larger events such as our Annual Party and Quarterly Retreat. This includes ensuring surveys are prepared and sent out in a timely fashion.

Admin support: You will proofread all important documents and monitor details in our project management software, calendar, and shared inbox, making sure nothing is missed. You will support the team on admin and finance tasks and manage our Access to Work claims.

Compliance: You will ensure that client details are kept regularly updated in our CRM system and that we are compliant with regulations such as GDPR and data protection required of a small business, and as we grow.



About Team Moxy

Our vision is for all senior communications leaders to be empowered to be brave, bold and different. **Our mission** is to provide them with the tools they need to have clarity, confidence and control.

We do that through a combination of consultancy and coaching. This can be developing a client's communications strategy and/or their leadership team, facilitating workshops and away days, or even keynote speaking.

We offer executive coaching, professional development and practical advice. Everything we do is designed to help our clients not only *look* good but also *feel* good.

Our strategy is based around three core pillars that we all passionately believe in: redefining resilience, rebellious leadership and roaring courage. We're a small team with big ambitions!

As for us, we have co-created values that we want to live by:

- **Considerate** of everyone's experience, ideas and ways of working
- **Open** to feedback, sharing information and different approaches, and
- **Encouraging** everyone to be creative, reflective, and themselves!



About you

This is the most important part. We are a small business with big ambitions and are looking for someone who wants to develop as part of that. This role would suit someone who wants a fun and challenging role where what they do makes a positive difference.

You will have experience managing a busy diary and a proven track record in effectively managing other administrative responsibilities. You will take pride in delivering to a high standard and display excellent judgement in a variety of situations. You will be happy working alone and taking personal responsibility for your work but also enjoy being part of a team.

You will be exceptionally well organised, self-motivated and able to stay two steps ahead of everything that needs to be done. You will remain calm under pressure and able to prioritise effectively when things get busy. You will need great people skills and be able to communicate with our clients and partners in a professional but friendly manner that they expect from us.

You will be ambitious for yourself and the business. This role is just the starting point and there is a real opportunity to grow with us. If you're prepared to be open, willing, flexible and learn as we grow, in return, we will invest in you in any way we can.

Systems and software:

You will need to be proficient in the following programmes:

- Microsoft Office (Outlook, Word, PowerPoint, Excel, OneDrive, Teams)
- Social media (LinkedIn, Instagram, YouTube)
- WordPress

We also use the following, although training is available:

- Mail Chimp
- Airtable
- Canva
- Veed
- Xero



Our offer to you

The team is still very small, in fact you'll be only our fourth employee, but we have some incredibly talented associates and partners that I know you'll love working with.

I believe in investing in everyone we work with, and we hold our own quarterly team planning retreats. The days get so busy that we decided to invest time to step away, reflect on what's going well, what we can improve and what brilliant new ideas we want to try next. This involves an all expenses paid lovely night (or two) away to celebrate all our great work.

Hours: We are looking for someone to work **full-time hours**, but we are happy to consider flexible working arrangements, This role has real potential for the future. You may even end up as our first ever operations manager, chief operating officer or something that suits you even better if things go well.

Location: We have just invested in an office in Putney, well connected by the train and tube, and a short walk from both the high street, Wandsworth Park and the River Thames. This role will be based here **at least 3 times a week**, so living nearby would be ideal, although not essential, as would willingness to travel in the UK.

Salary: Ah yes the important bit. We are offering a salary of between **£25,000 and £30,000**, depending on experience, along with an attractive and unique package for employees which includes:

- 10% performance-related bonus
- 25 days holidays + bank holidays
- Century Club membership.



How to apply

If this all sounds like a bit of you, then we'd love to hear from you. Please don't apply if you're not excited – or looking for a stop gap or stepping-stone – as we're really looking for someone who can develop with the business.

Include your CV outlining your relevant skills and experience along with a personal cover letter no more than 500 words setting out why you want to work with Moxy. Please make sure both documents are clearly formatted, dyslexia friendly and ideally show something a little bit different. This will help us get to know you and for you to stand out making sure your brilliance isn't missed in – we had a large number of applications for our last role!

Please email us with the title “Working with Moxy” to careers@moxycommunications.com by the end of play on Thursday, 17 July **2025**. We'll do our best to reply to everyone who gets in touch.

Successful candidates will be invited to an initial informal conversation with the Founder (that's me!) in late July followed by a formal interview in Putney with the full team to assess your suitability for the role. We're **planning to hold interviews on Tuesday, 12 August**. Don't panic if you're away, we always have a plan B up our sleeve for such occasions.

