



JOB TITLE: Executive Assistant & Office Manager

CONTRACT TERM: Permanent

SALARY: Up to £45,000

LOCATION: ABBA Arena/Head office (central London)

REPORTING TO: Head of Business Operations

HOURS: Full-time

CLOSING DATE:

ABOUT US:

ABBA Voyage is a concert like no other, blending cutting-edge technology, spectacular lighting, and some of the most beloved songs ever written. Since the custom-built arena opened in May 2022, the show has been astounding and delighting thousands of visitors from across the world. But as we continue to build on the success of the London show and with rapidly expanding growth plans, the journey is only getting started. We are looking for talented and passionate individuals to join our already world-class team. This is a rare opportunity to be part of something truly iconic and really make your mark. If you'd like to take your career to the next level, we'd love to hear from you!

See what audiences have been saying about the show [here!](#)

ROLE OVERVIEW:

As the Executive Assistant & Office Manager, you will play a crucial role in supporting the administrative, operational and project needs of the Group CCO and Commercial team, while ensuring the seamless running of our central office. This is a newly created role that will offer huge variety for an experienced Executive Assistant and Office Manager, it would suit someone confident and proactive who thrives in a dynamic and collaborative environment.

The focus of this role will be on supporting the Group CCO and assisting with the operations and logistics of the Commercial Team. You will play a crucial role in assisting the Group CCO with a mixture of traditional EA duties - Project Support and Stakeholder Management will provide the opportunity to expand on traditional Executive Assistant tasks. You will be involved in all aspects of department projects, managing the timelines and expectations and seamlessly executing related processes and communications.

As the Office Manager, you will be responsible for the management and oversight of our central office, ensuring the day-to-day office systems run smoothly, organising socials and being the first point of contact for the central office. Bringing organisational skills to enhance efficiencies, championing operational excellence through best business practice, and actively contributing to a positive and professional work environment.

Your role will provide exposure across a broad range of areas, whilst Commercial experience is not essential, this role is ideal for someone eager to enhance their commercial knowledge, build upon existing project management skills and boost their skills as an Executive Assistant and Office Manager. The role requires experience of working to a similar fast pace with experience in delivering projects. This is an excellent opportunity for an established Executive Assistant looking for an impactful role.

KEY ROLES AND RESPONSIBILITIES:

Executive Assistant responsibilities (80%):

- Carry out traditional Executive Assistant tasks for the CCO and Commercial team directors, including:
 - Diary management for the CCO.
 - Arranging travel bookings and itineraries for the CCO and Commercial Team travel.



- Monitoring multiple inboxes and be the first point of contact for queries.
- Coordinate meetings with internal and external stakeholders. Building and maintaining Stakeholder relationships.
- Minute taking and following up on actions.
- Supporting preparation of presentations, marketing decks and documents.
- Assist with itineraries for VIPs.
- Coordinating the logistics of the commercial team meetings.
- General administration such as expenses, maintaining contact databases, managing merchandise stock records and assisting with mailouts and filing systems.
- Actively manage Commercial projects, driving efficiency in workflows, following up on actions and ensuring optimal use of time.
- Assist with tracking costs and aligning all new procurements with the Commercial budget.
- Contribute to the logistics and execution of commercial team projects, including supporting the delivery of key events at the ABBA Arena.
- Assist with the administrative needs of the wider Commercial Team Directors.

Office Management responsibilities (20%):

- Provide an excellent experience to employees, clients and visitors as a company representative and first point of contact for the Central Office.
- Act as a point of contact for the communication and resolution of issues with the building and facilities.
- Manage and improve office systems. Manage supplier relationships, maintain all records, files and other information.
- Manage meeting room bookings, ensure communal areas and meeting rooms are operational and well-stocked each day.
- Organise Commercial and collaborate in the organisation of wider company events, socials and activities.
- Act as a point of contact for Health & Safety, including desk setups and DSE.
- Liaise with IT to troubleshoot technical issues in the Central Office.
- Deputise for the Executive Support Team during annual leave.

Please note that these points are only an outline of your main role and responsibilities, and that there will be additional day to day duties expected of you to ensure the smooth and effective running of your department and the show. As this is a newly created role your duties and responsibilities will evolve over time

ABOUT YOU:

- Significant experience working as an Executive Assistant and experience managing an office.
- A professional attitude and willingness to take on varied tasks.
- Advanced MS 365 skills, and experience with Project Management Software or experience in managing and delivering projects.
- Exceptional organisational skills with the ability to calmly and efficiently balance competing pressures, deadlines and demands. Can multitask and handle competing demands.
- Experience in a role requiring confidentiality and discretion. A proven track record of dealing with complex and sensitive business activities and handling difficult situations with tact and sensitivity in a senior support role.
- An adaptable and flexible approach to dealing with uncertainty and change.
- The ability to act on own initiative and be proactive as well as work as part of a team.
- Stakeholder management skills and experience in working with a wide variety and level of stakeholders.
- The ability to build and maintain relationships, develop networks and interact with senior members of the team and external partners.
- Excellent command of English both spoken and written.
- A positive mindset with a can-do attitude.
- A high attention to detail.
- The flexibility to support out of hours when required as the Group CCO has an international role.



WHAT'S IN IT FOR YOU:

- The opportunity to be part of a revolutionary concert
- Competitive salary and bonus scheme
- 6% matching pension contributions
- 10 complimentary tickets to the show every year, 20 discounted dance floor tickets and discounted access to the Oceanbird Lounge
- Health Care Cash Plan, EAP, Life Assurance and retail discounts

HOW TO APPLY:

Please send an up-to-date CV and a short cover letter to jobs@abbavoyage.com

DIVERSITY AND INCLUSION STATEMENT

Here at ABBA Voyage, we strive to be a business where difference is valued and everyone is able to thrive in a culture of equality, inclusion and belonging. We are committed to providing a truly inclusive environment that reflects today's society, where everyone is able to bring their true selves to work, and where diverse voices and backgrounds are valued, heard, and well-represented.

ABBA Voyage welcomes applications from all sections of society. We are committed to equal employment opportunities regardless of race, religion, or belief, ethnic or national origin, disability, age, citizenship, marital, domestic, or civil partnership status, sexual orientation, gender identity or any other basis as protected by applicable law. If you have a disability or additional needs that require accommodation, please do not hesitate to let us know at the point of application.

BE YOUR BEST STATEMENT

We want everyone to make the most of the opportunity to shine and showcase their talents, so we are happy to make adjustments in the recruitment process so you can be your best! Please don't hesitate in discussing any specific requirements with us, or if you would feel more comfortable, you can email us confidentially at peopleteam@abbavoyage.com to let us know how we can support you.