

EXECUTIVE ASSISTANT

Full-time | Permanent

Working Hours: Monday–Friday, 09:00–17:30 (flexibility available for the right candidate)

Location: Stockton House, Rugby Road, Stockton, Warwickshire, CV47 8LB

Salary: Competitive, dependent on experience

Benefits: Comprehensive package

ABOUT NEWTON LDP

Newton LDP is a land agency and consultancy firm specialising in planning, development and rural property. We are driven by innovation, offering tailored, high-quality professional services to clients from project conception through to completion.

Our dynamic, entrepreneurial team has a wealth of property expertise, an enviable track record, and an extensive network of industry contacts. We work with a diverse range of clients, including landowners, developers, public sector bodies, and corporate entities, helping them unlock potential of their assets and maximise value at every opportunity.

Nestled in the heart of rural Warwickshire, our HQ at Stockton House offers:

- Ample on-site parking.
- Executive-level facilities.
- A coffee shop-style breakout area exclusively for staff.
- Expansive grounds providing an inspiring environment.

We pride ourselves on fostering professional development, engaging in team-building activities, and supporting charitable initiatives and events.

THE OPPORTUNITY

We're looking for a skilled and proactive **Executive Assistant** to support our Managing Director, **Richard Foxon**, in delivering critical business functions. As this is a newly created role, you'll have the opportunity to shape the position and make a meaningful impact on the organisation.



KEY RESPONSIBILITIES

Your responsibilities will include, but are not limited to:

Executive Support:

- Manage and coordinate Board and Shareholder meetings, ensuring smooth operations, accurate record-keeping, and adherence to reporting deadlines.
- Provide private secretarial support to the Managing Director, including diary and email management, client liaison, filing, travel arrangements, and drafting correspondence.
- Preparation for and coordination of internal/external meetings.

HR Administration:

- Document and manage performance appraisals for the MD's direct reports.
- Organise staff training days, assist with recruitment, and provide line management support for junior staff.

Project & Operations Management:

- Handle Anti-Money Laundering Checks of new and existing clients and related audits.
- Act as a liaison between the MD and external agencies/advisers (PR, HR, Lawyers, Accountants etc).
- Work closely with Wigley Connect who provide office, accounts, marketing, communications and compliance services to Newton LDP under a Service Agreement.
- Co-ordinate corporate events, from planning to execution, ensuring seamless delivery.
- Administer project management and CRM systems, introducing efficiencies where possible.
- Represent the MD in his absence, effectively communicating all critical business updates.
- Proactively manage assigned budgets, supplier invoices, and cost approvals.



WHAT WE ARE LOOKING FOR

The ideal candidate will bring the following skills and attributes to the role:

- At least **3 years of experience** providing executive-level support to Directors or higher.
- **Exceptional organisational skills** with the ability to manage multiple priorities seamlessly.
- A **proactive and solutions-focused mindset** paired with a positive, professional attitude.
- Advanced **digital fluency**, including expert-level proficiency in Microsoft Office applications.
- Outstanding **communication skills**, both written and verbal, with the ability to engage professionally with stakeholders at all levels.
- Proven experience in **complex diary management** and **people management**.
- A genuine interest in and **willingness to embrace** Artificial Intelligence (AI) technologies to enhance efficiency and improve working practices.
- A strategic thinker who excels under pressure and demonstrates excellent **problem-solving skills**.
- High levels of **discretion** and the ability to handle confidential matters sensitively.
- Strong project management skills, with experience managing **multiple complex projects simultaneously**.

WHY JOIN US?

At Newton LDP, we value our people and their contributions. Here's why this role could be perfect for you:

- **Impactful Work:** Be a critical part of the day-to-day operations of a fast growing company.
- **Professional Growth:** Take advantage of training and career development opportunities.
- **Dynamic Team:** Work alongside a driven, collaborative and entrepreneurial team that values innovation.
- **Fantastic Environment:** Enjoy a supportive workplace set in a beautiful rural location.

HOW TO APPLY

If you're ready to take on this exciting role, email your **covering letter and CV** to **Emma Spark** at emma.spark@newtonldp.com, quoting "**EA Application**" in the subject line.

If you have any questions or wish to discuss salary expectations, please contact Emma directly.

Applications will remain open until a suitable candidate is identified. Start date to be agreed upon with the successful applicant.