BRITISH CHAMBERS OF COMMERCE

JOB VACANCY

Executive Assistant



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British Chambers of Commerce



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ABOUT THE BCC

WE ARE THE HEART OF A DYNAMIC NETWORK SHAPING THE FUTURE OF BUSINESS

Our organisation unites 51 accredited UK Chambers and operates in over 75 international markets. Within our Network, businesses have the opportunity to grow, thrive, and empower their communities.

With roots in the UK and with international influence, our powerful Network amplifies its members' voices, giving companies the opportunity to drive change both in their communities and on the global stage.

Built on over 160 years of history, the Chamber of Commerce Network is passionately committed to giving companies a place to be inspired, the support to grow, and a space where every business belongs. We are Where Business Belongs.



Local Roots

Businesses are the backbone of our nation, so we're proud to celebrate and amplify their impact on local communities. Our UK Network represents over 50,000 businesses which employ six million people across every region of the UK.

Our Chambers use their trusted experience and knowledge to unite businesses, unlock their potential, and in turn, help their communities to thrive. We invite you to join a powerful collective of businesses to connect, grow, and be empowered to make a difference. With the BCC, you're in good company.

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ABOUT THE BCC CONT...

National Influence



People are stronger together, and so are businesses. As a great uniter of businesses, the BCC helps firms of all sizes to achieve more than they could alone. British businesses count on us to help them build relationships at every level and in every region – a scale unmatched by any other organisation.

Dependable pillars of business, our Network exists to support and connect companies. By building meaningful relationships, sharing best practice, fostering new opportunities, and providing practical support, we help member businesses to trade locally, nationally, and globally.

We listen to the priorities and concerns of our members, draw on our extensive knowledge and expertise to support them, and catalyse true regional and national growth.

Accredited Chambers of Commerce are respected advocates for the business communities they represent, ensuring their priorities and concerns are heard in the corridors of power. Policymakers and parliamentarians frequently seek our opinions, recognising our expertise in shaping the business agenda for over 160 years.

Together, we can be architects of a thriving economic landscape.

Global Reach

From the smallest local business to the largest overseas company, the BCC has undeniable influence. Harnessing the power of our extensive international network, we play a pivotal role in driving global trade.

The 19,000 companies we represent overseas encompass 18 million employees. These companies – spread throughout every continent – directly link back to us. Through the BCC's efforts, our small island is the beating heart of an international business network.

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BENEFITS AND PERKS



Here at the British Chambers of Commerce, we pride ourselves on creating a happy working culture. This includes offering personal and work-place benefits to help you have a great work-life balance; taking care of your health and wellbeing as well as supporting you manage life's logistics and making the office a great place to be!

Benefits:

- Life Assurance
- Cycle to work
- Company mobile
- Holiday reward
- Pension scheme
- Medical cashback scheme
- Agile working
- AA Membership
- Private medical insurance
- Recruitment referral bonus scheme
- Social initiatives
- Season ticket loan
- Charity fundraising
- Snack cupboard
- Gifted day off for your birthday
- 25 days holiday entitlement, increasing by 1 day each year up to a maximum of 27 days plus 8 statutory bank holidays

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ROLE OVERVIEW

Title: Executive Assistant

Department: Operations

Reporting to: Deputy Director of Strategy and Private Office

Salary: £42,000 - £45,000

Hours of work: Monday to Friday, 35 hours per week, full-time.

Location: Based in the British Chambers of Commerce London office, with flexibility to work from home on Fridays. The postholder will occasionally need to be available outside normal working hours to support the principals, including with travel arrangements.

Website: www.britishchambers.org.uk

Job purpose: To provide proactive, forward-thinking and highly confidential support primarily to the Director General, managing their time and competing priorities to enable effective strategic leadership.

The Executive Assistant anticipates needs, manages complex diaries and ensures the Director General is fully prepared for internal and external commitments.

The role also supports the Director of Policy & Insights, Chair, President and, on an ad hoc basis, the Executive Director – Finance & Operations, with the Director General's needs taking priority.

Sitting at the heart of the Private Office, the role provides excellent coordination and trusted liaison with stakeholders across the Chamber Network, government and partners.

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DUTIES & RESPONSIBILITIES

Calendar and diary management

- Actively managing the Director General's time, prioritising commitments in line with strategic priorities and protecting time for preparation, focused work and follow-up
- Proactively managing complex, fast-moving diaries and competing demands across multiple principals, with the Director General's requirements taking priority
- Checking upcoming diaries for clashes, preparation gaps and travel constraints; resolving competing requests early, rearranging appointments and notifying attendees of changes to minimise disruption
- Ensuring every diary entry includes the right attendees, meeting links, logistics, briefing materials and context
- Maintaining a forward look across upcoming meetings, deadlines, events and travel so principals are fully prepared

Meeting and event coordination

- Scheduling, confirming, and setting up internal and external meetings
- Greeting visitors and coordinating logistics (rooms and refreshments)
- Attending high-level meetings with the principals and Deputy Director of Strategy and Private Office to record accurate minutes and action points.
- Supporting the delivery of the Board and Committee meetings, such as meeting logistics and refreshments
- Supporting the planning and delivery of BCC-hosted events, coordinating stakeholders, logistics, briefing materials and follow-up activity to achieve the intended outcomes
- Tracking meeting actions and coordinating timely follow-up to ensure agreed actions are completed

Travel and logistics

- Arranging all UK and international travel, including accommodation, transport and documentation, in line with company policy and budgets
- Supporting the Deputy Director of Strategy and Private Office in preparing comprehensive travel packs and itineraries

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DUTIES & RESPONSIBILITIES

Administrative and communications support

- Drafting high-quality correspondence, briefing notes and meeting materials
- Liaising with contacts across the Chamber Network, government, partners and the wider business community to confirm arrangements, respond to enquiries and coordinate follow-up on behalf of the principals
- Coordinating across internal teams and external offices to align diaries, priorities, meetings and follow-up actions
- Triaging principals' inboxes, identifying urgent and strategically important matters, and responding or escalating as appropriate
- Managing and triaging invitations, meeting requests and other approaches for the principals, working with colleagues and the Deputy Director of Strategy and Private Office to assess relevance, priority and strategic value, coordinate responses and escalate where appropriate
- Uploading and maintaining accurate and up-to-date records of meetings, contacts and agreed actions in the CRM
- Maintaining milestone, action, dependency and outcome records for priority projects across the organisation; obtaining progress updates, coordinating related administration and following up outstanding actions with colleagues through to completion
- Proofreading and checking briefings, minutes, correspondence, diary entries and meeting materials for factual accuracy, completeness, formatting and clarity before circulation, resolving missing or unclear information to minimise subsequent corrections or clarification
- Responding promptly and respectfully to stakeholder enquiries on behalf of the Private Office; checking recipients before sharing sensitive information, maintaining confidentiality and referring matters requiring a principal's or the Deputy Director of Strategy and Private Office's judgement for direction

Financial and Private Office support

- Monitoring the Private Office budget and completing related administration accurately and promptly, raising issues with the Deputy Director of Strategy and Private Office where needed
- Processing expense claims accurately and promptly
- Completing procurement administration accurately and promptly
- Supporting the Operations Manager and Deputy Director of Strategy and Private Office in their absence, including operations, recruitment logistics and visitor management

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PERSON SPECIFICATION

Essential

- Substantial experience as an Executive Assistant supporting senior leaders in a complex, fast-paced environment
- Proven ability to manage complex, dynamic diaries and competing priorities across multiple principals, prioritising the Director General's requirements and protecting time for preparation, focused work and follow-up
- A proactive, forward-thinking approach, with the judgement to anticipate needs, identify risks and propose practical solutions
- Excellent stakeholder-management skills and the confidence to work with senior contacts across business, government and partner organisations
- Experience coordinating international travel, high-level meetings and executive briefings
- Advanced proficiency in Microsoft Office and strong working knowledge of CRM systems and inbox triage
- Demonstrable experience of meeting preparation, accurate minute-taking and tracking actions to completion
- Excellent drafting, research, formatting, communication and presentation skills
- Ability to remain calm under pressure, work independently and deliver to demanding deadlines
- Sound judgement, discretion and the ability to determine what should be handled, filtered or escalated
- Practical experience of using AI tools responsibly to improve administrative efficiency, research, drafting and meeting preparation, with appropriate attention to accuracy, confidentiality and data protection

Desirable

- Prior experience in a Board-facing, political, or membership organisation
- Familiarity with event logistics or executive-level stakeholder planning

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NEXT STEPS

If this role sounds of interest to you, please apply on the Careers section of the main BCC website, with your CV and a cover letter explaining your suitability for the role and motivation to work at the BCC. Please include your notice period, if applicable, in your application.

Application deadline: Sunday 22nd November 2026.

We look forward to reviewing your application!

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