



EXECUTIVE ASSISTANT TO THE MANAGING DIRECTOR JOB DESCRIPTION

Location: Chancery Lane, London (Office-based)

Salary: up to £40K per annum, depending on experience

Contract: 6-month fixed term, full-time

Start date: October 2026, no later than 12 October

Hours: Full-time, Monday-Friday (35-hour week)

Reports to: Managing Director

About Zaytoun

Zaytoun is a UK social enterprise established in 2004 to support the resilience of Palestinian communities through fair trade.

Our range includes award-winning olive oil, Medjoul dates, za'atar, grains, and a skincare range. We're a small, collaborative team who care about Palestine, good food, and justice.

About the Role

We're looking for an exceptional Executive Assistant to work closely with our Managing Director, providing high-level executive support, strategic coordination, and thoughtful input into priorities and workflow.

This role is about partnership: you'll help ensure the MD's time is focused where it matters most, while keeping projects, meetings, and priorities running smoothly. You'll balance detail with the bigger picture, acting as a trusted point of connection between the MD, the team, and external partners.

It's a unique opportunity to make a tangible difference – both to the smooth running of a mission-driven organisation and to the impact Zaytoun delivers.

Executive support

- Manage the MD's diary, inbox, travel, and meeting logistics
- Draft, proofread and provide input on correspondence, reports and other written materials
- Prepare agendas, take minutes, and follow up on actions arising from meetings

Project tracking & research

- Monitor deadlines and help the MD track progress on priorities
- Conduct research and prepare background notes to support decision-making
- Ensure smooth information flow between the MD, staff, board, and external partners, including customers and suppliers

General support

- Act as a filter for incoming communications, drafting or signposting responses and flagging what needs the MD's attention
- Handle confidential matters with discretion and professionalism
- Provide ad hoc support for events, communications, and other projects as needed
- Help the MD develop and formalise internal policies
- Support the MD with the recruitment and hiring process (including advertising roles, shortlisting candidates, and arranging interviews)

This list is indicative, not exhaustive – we're a small team and everyone helps where needed.

What you'll bring

- Proven experience as an EA, PA, or similar role supporting a senior leader
- Outstanding organisational skills, able to manage competing priorities
- Excellent communication skills – written and verbal
- Discretion, sound judgement, and the ability to handle sensitive matters
- A proactive, solutions-focused approach; the ability to anticipate needs
- Confidence working independently while collaborating effectively in a small, dynamic team
- Confidence with digital tools and technology, including the Microsoft Office Suite and AI – to streamline tasks, research, and communication
- Familiarity with social media platforms, especially Instagram and LinkedIn (ideal but not essential)
- Enthusiasm for our mission

What you'll get

- A pivotal role working in close partnership with the MD, with exposure to both strategy and operations
- The opportunity to contribute to an award-winning social enterprise with a unique and urgent mission
- A supportive, collaborative workplace where your work has a visible impact

How to apply

Please send your CV and a short cover note (why this role, why Zaytoun, and your earliest start date) to jobs@zaytoun.uk with the subject line *Executive Assistant*.

Zaytoun is an equal opportunities employer. We welcome applications from all backgrounds, abilities and experiences.

We are actively reviewing and interviewing candidates on a rolling basis and may close this posting as soon as a suitable candidate is found.

Applicants must be resident in, and have the right to work in, the UK.