



Executive Assistant to the Managing Director (Full-time, Fixed-term)

Location: Chancery Lane, London - hybrid working possible

Contract: 6-month fixed term (with potential to extend)

Starting: As soon as possible

Salary: Starting at £40,000 (depending on experience)

Hours: Full-time, Monday–Friday

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 skin care range. We're a small, collaborative team who care about Palestine, good food, and justice.

The role

We're looking for an exceptional Executive Assistant to work closely with our Managing Director, providing both high-level administrative support and strategic coordination.

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 and proof correspondence, reports and other written materials
- Prepare agendas, take minutes, and follow up on actions for board and committee 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 communication, 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

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; able to anticipate needs
 - Confidence working independently while collaborating effectively in a small, dynamic team
 - Ease with digital tools and technology, including AI - to streamline tasks, research, and communication
 - Familiarity with social media platforms, especially Instagram, LinkedIn (ideal but not essential)
 - Enthusiasm for our mission
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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 visible impact
 - Flexible hybrid working arrangements
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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*.

We will review applications on a rolling basis and may close early if we find the right person.

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

Equal opportunities: Zaytoun is an equal opportunities employer. We welcome applications from all backgrounds and experiences.