Personal Assistant to the Director & Social Media Lead

for exciting health education & travel brand
As Personal Assistant to the Director you’ll work closely at his side providing a wide range of executive support and ensuring his decisions are actioned and followed up. You’ll be the Director’s primary representative both inside and outside the business, making you a key part of the Leadership Team.

You’ll have the choice to be officially based in either Colorado or the UK, but the need to work closely with the Director means you’ll spend considerable amounts of time in both locations. You’ll also travel with the Director on the majority of his trips to the company’s flagship program in Dominican Republic and other locations around the world to develop new programs.

Social media is crucial for sharing our students’ experiences and behind the scenes access to how we operate, our partner hospitals, our spectacular guesthouses, and the everyday work of our incredible teams.

With unique access to the entire business, you’ll work both behind and in front of the camera to create and engage posts for Instagram, Facebook and YouTube. You’re not expected to be a pro videographer, but you will need talent with a camera, confidence and passion for social media.

To apply email recruitment@globalpremeds.com
THE COMPANY

Global Pre-Meds is a super-specialist brand: We provide unique international experiences for high school and university students who want to stand out from the crowd on their journeys to medical and nursing school.

On our programs in the Caribbean, Africa and Asia, our students shadow doctors on the hospital front line, learn about global health, participate in voluntary service projects and have the adventure of a lifetime. They live together in our own exclusive guesthouses, supported around the clock by our passionately dedicated teams.

Ours is primarily an educational brand, but one that reaches into the realms of adventure travel, self-development and premium hospitality.

The experience of Covid-19 has made the experience we offer future health professionals more important than ever. From August 2020 we’ll be opening our brand-new Sales & Marketing Office in Colorado and preparing to launch new programs in East Africa and India alongside our flagship base in Dominican Republic.

THE DIRECTOR

Dave founded his first company in 2005 and has since led the delivery of programs for more than 15,000 students across Africa, Asia, Europe, South America and the Caribbean.

The hands-on leadership Dave provides is a key driver of success across the business, and his PA is indispensable in sharing responsibility to increase that leadership capacity.

Dave typically takes a very detail-focused approach to key decisions and getting projects started, delegating significantly once they are established on a clear path. This means that as his PA your role will be ever-changing more that it is routine. Like Dave, you will need to thrive on variety, change and adventure.

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LIFESTYLE & INTERNATIONAL TRAVEL
As an employer, we prioritise helping all our people find a healthy work-life balance. However, the nature of this role means you will necessarily be away from home a considerable amount and on an unpredictable schedule. You will not always have set hours and sometimes getting the job done will mean early starts, evenings and weekend working.

Trips away can vary from a couple of days to several weeks and are often planned and changed at short notice, as the Director responds to unpredictable and evolving situations.

If you want to know your schedule a month in advance, be sure of weekends at home, and turn off your work phone out of hours, this is not the role for you.

You’ll need to work across cultural divides and language barriers, sometimes in parts of the world you know nothing about. And perhaps above all, you’ll need to take the unexpected in your stride.

BASE LOCATION
As the Director splits his time between the company’s primary sales base in Colorado and its Head Office in Newcastle upon Tyne, England, his PA can be officially based in either location.

Please note, however, that although you only need the right to live and work in either the UK or the US, you will need to be free to travel between the two on business without restriction (as most American and British citizens are).

ABOUT YOU
You will be confident, ambitious and driven. You’ll have experience working under pressure in a fast-moving environment and be hungry for a challenging career move.

You may be an experienced Personal or Executive Assistant, or you may be a top-flight graduate of Business Administration/Leadership with sufficient work experience to prove you can deliver outside the student environment.

You’ll be highly organized with strong attention to detail and be a natural multitasker.

You’ll be an outstanding communicator with a very high standard of written English.

You’ll be at home in the world of social media, with a strong understanding of what drives interest and engagement on Instagram, both socially and technically.

You’ll be immaculately presented and highly professional in your approach and the image you portray – even after a 10-hour flight!

You’ll be mature in your attitude and able to create your own work/life balance without set hours or settled routine.

APPLICATION & SELECTION
To apply, please email a carefully considered covering letter setting out why you want this role, and why you think you will be good at it, together with your full resumé to:

recruitment@globalpremeds.com

Initial interviews for shortlisted applicants will be conducted by video call. Successful first-round candidates will be invited to complete a number of test exercises, and final stage interviews will be conducted face-to-face.

Questions about the role can be directed to the same email address.

For more information go to
www.globalpremeds.com

To apply email
recruitment@globalpremeds.com