



Executive Assistant – Maternity Cover

SNP is the world's leading data transformation company, with global headquarters in Germany, offices across EMEA, APAC and the Americas, and a significant UKI business with an office in central London. SNP's unique BLUEFIELD™ approach enables companies to rapidly migrate to S/4HANA, retaining their investment in solutions and data while adopting the best of what is new, with no risk to the source system and minimal business interruption. SNP is a 30 year old company with the culture and energy of a tech start up. It's a great place for you to accelerate your career.

JOB: Executive Assistant (Maternity cover)

Location: UK (Buckingham Palace Road, London - SW1W 9TR)

Start date: Mid-September 2025

Working week:

Monday - Friday

Hybrid/Remote (Office- Tuesday, Wednesday & Thursday)

Provide EA support to the MD for NEMEA, the Global CRO and SVP Middle East and Africa

This will include:

- Managing & booking travel (hotels, flights, trains, taxi's, transfers)
- Diary management
- Inbox management
- Managing meetings & appointments (internal and external)
- Liaising with clients/customers/partners
- Expense submissions on BeeOffice
- Plan monthly & quarterly meetings on behalf of MD
- Prepare PowerPoint deck for quarterly QBR meetings on behalf of MD
- Minute all monthly & quarterly SLT meetings on behalf of MD
- Act as point of contact on behalf of MD, CRO & SVP
- Support administration tasks as and when required

The office is a busy environment and support, and tasks will be varied.

SNP are around 85 employees in the UK. Fast paced, Boutique management consultancy. Award winning Region, who now support Middle East, Africa and the Nordic region.