

Are you highly motivated to promote our Motivational Speakers?

Celebrity Administrative Executive

Location: Costock, near Loughborough, Leicestershire

Hours: Full-Time

Work Location: Office-based, In-Person

Champions Speakers is looking for a **Celebrity Administrative Executive** to join our growing team. This role offers the chance to work closely with some of the biggest names in the speaking, celebrity and entertainment industries, crafting content that drives engagement, bookings and brand visibility.

Why Choose Champions Speakers?

· Champions Speakers invites you to join one of the UK's leading celebrity and thought-leader agencies. We are a fun, dynamic and award-winning company that has worked with some of the biggest names in sport, film, television, business, politics and beyond.

· For more than 23 years, Champions has built its success on strong family values. As a family-owned business, we take pride in creating a supportive, energetic and inclusive workplace where people can thrive both professionally and personally.

· Today, our team consists of over 100 agents and support staff, bringing together ambitious, talented and enthusiastic professionals who are passionate about what they do. We work hard, challenge ourselves and each other, and take pride in delivering exceptional results, but we also know how to enjoy the journey. Whether it's celebrating successes together, attending social events, or simply having a laugh throughout the working day, our culture is built on genuine community spirit and teamwork.

· No two days are the same at Champions Speakers. You'll have the opportunity to be part of some of the most exciting campaigns, events and celebrity partnerships in the industry. The work is fast-paced, mentally stimulating and constantly evolving, providing endless opportunities to learn, develop and make an impact.

· As part of the team, you'll benefit from access to industry-leading expertise, cutting-edge technology and a growing range of employee benefits, including professional health, psychometric training and development, personal and wellbeing support, quarterly social outings and weekends away, including Center Parcs, Paris and fun days.

· Our enviable portfolio of clients includes regional, national and international authorities across a diverse range of sectors, while our network of publications reaches audiences around the globe. We continue to create unique networking opportunities with high-profile figures worldwide, offering our team unrivalled exposure to some of the most influential personalities and organisations across the UK and beyond, including the likes of Sir Mo Farah CBE, Michelle Visage, Mike Krieger, Dr Alex George, Lord Seb Coe and Jonny Wilkinson.

🔗 Responsibilities

- Answering the telephone
- Problem solving
- Diary management
- Writing and distributing emails and correspondence
- Contract management
- Maintaining contact list
 - Record-keeping and filing
- Invoicing
- Organising travel requirements
- Arranging conference calls
- Taking notes in meetings
- General support to visitors and other internal departments

🔗 Experience, Qualifications and Skills Required

- Computer literate - proficient user of Microsoft Office applications like Word, Excel, Outlook and PowerPoint
- Excellent written and verbal communication skills
- Exceptional organisational and planning skills
- Ability to undertake research
- Quick thinking and able to work on own initiative
- Team worker
- Motivated, persistent and reliable
- Excellent time management
- An attention to detail and problem-solving skills
- Any other duties as assigned to you by your line manager

🔗 Benefits

- Countryside location with accessible, free parking
- Access to our on-site gym
- Opportunity to travel globally, should you want it
- New starter goodie bag & branded stationery
- Quarterly 'Above & Beyond' bonus scheme
- Increased holiday allowance after three continuous years of employment
- Opportunity to work with a friendly and dedicated team
- All expenses paid social events every quarter
- On-site Kennels for dogs
- Access to industry-leading training and personal development
- Contributory pension scheme
- Birthday bottle of champagne and chocolates
- All expenses paid Christmas party with catering and entertainment

Become a Champion!

If you are interested, please send a convincing covering letter, stating why you believe you are suitable for this position and your present salary, along with an up to date CV to: careers@championsukplc.com