



together



better



best

**TOGETHER
BETTER
BEST**



WINEWORKS

WineWorks Ltd

Position Description Executive Assistant

Location	Marlborough
Department:	Group
Reports to:	CEO
Date of Issue:	December 2025
Working Relationships	
Internal:	CEO, Board, SLT, Group Management Team, Plant PLT, Admin Team, HR Team, CFO
External:	Client, Contractors, Visitors to Site, Catering & Hotel businesses,
Authority	
Spending:	\$ Act as delegated authority for the CEO
Staffing:	No.

Our Culture

We aspire to a culture where the following values shape our behaviour:



Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.



We do what we say and we're reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way.



Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.



We're one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.



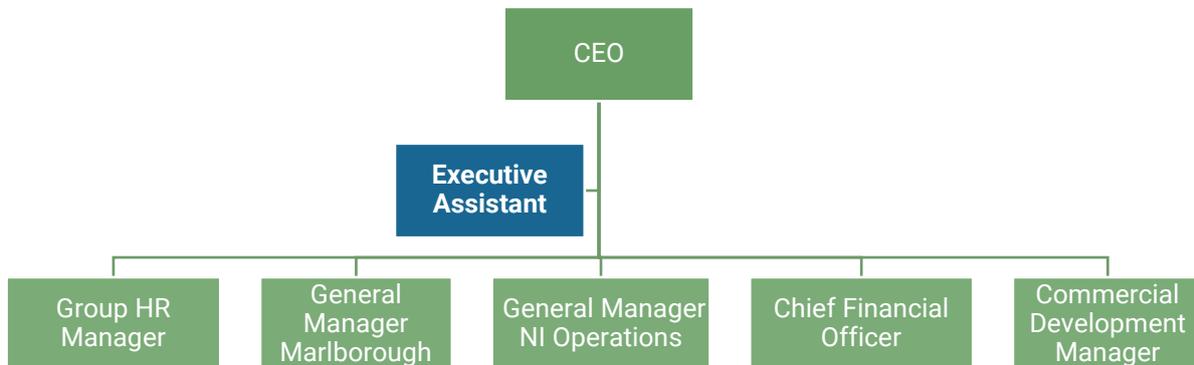
We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



We love to find solutions and believe there's always a better way to do things. It is this spirit that built the business and will take it to the future.



Organisation Context



Role Purpose

The Executive Assistant (EA) to the CEO provides high-level, proactive, and trusted executive support, enabling the CEO to focus on strategic leadership, stakeholder engagement, and operational performance. Operating with a high degree of autonomy, the EA acts as a key liaison between the CEO, Board, senior leadership, and internal and external stakeholders, while ensuring the smooth and effective functioning of the CEO's office in a fast-paced manufacturing environment.

The role is responsible for the end-to-end management of executive, Board, and Senior Leadership Team meetings, including scheduling, agenda coordination, meeting minute taking, and follow-up of actions. The EA prepares executive presentations, briefing papers, communications (internal & external), and monthly reporting, ensuring information is accurate, timely, and aligned to business priorities.

As a key liaison between the CEO, Board, senior leaders, and internal and external stakeholders, the EA facilitates clear communication, confidentiality, and the seamless flow of information. The EA serves as a trusted thinking partner with exceptional judgment, high emotional intelligence, and strong follow-through, enabling effective leadership.

KEY TASK	EXPECTATIONS
Follows our Culture	<ul style="list-style-type: none"> – Demonstrates and actively champions the organisation's culture, values, and expected behaviours at all levels and during all interactions. – Ensures work is conducted ethically, safely, sustainably, and with a strong commitment to quality; proactively participates in development activities to enhance capability in these areas. – Actively engages in health, safety, sustainability, and quality initiatives, and contributes to ongoing continuous improvement efforts. – Complies with all relevant legislation, industry standards, and certifications (including BRCGS), ensuring organisational obligations and client requirements are met. – Supports initiatives and projects aimed at reducing the organisation's environmental impact and improving sustainability outcomes. – Maintains a thorough understanding of relevant organisational policies and procedures that support culture and compliance and adheres to the responsibilities and expectations outlined within these documents.



Executive & Strategic Support

- Provide comprehensive executive support to the CEO, including complex diary and inbox management, meeting coordination, travel arrangements, and executive correspondence (*refer Diary and inbox management section below*).
- Act as a trusted gatekeeper, exercising sound judgement to prioritise and manage competing demands on the CEO's time and attention.
- Undertake research, analysis, and information gathering on behalf of CEO to inform decisions, prepare briefings or progress strategic initiatives.
- Anticipate the CEO's requirements and proactively prepare high-quality briefings, reports, agendas, presentations and communications for internal and external audiences.
- Support strategic and operational initiatives by tracking actions, deadlines, and key deliverables arising from CEO-led, Board and SLT meetings.
- Organise group events and dignitary visits on all sites as required
- Provide accurate and timely meeting scribing and minute taking, including the preparation and distribution of meeting notes and action logs.
- Collate, analyse and format KPIs, commentary and other key data for weekly and monthly executive reporting
- Authorise payment of invoices through the Esker invoicing system as delegated authority for the CEO.

Reporting & Documentation

- Coordinate Board, SLT, and other executive meetings, including scheduling, arranging catering, technology and stationary requirements, paper collation, minute taking, and action tracking.
- Provide accurate and timely meeting scribing services, including preparation and distribution of meeting notes and action logs.
- Collate, analyse, and format KPIs, commentary, and other key data for weekly and monthly executive reporting.
- Prepare, edit, format, and quality-check executive presentations, reports, scorecards, and company documentation, ensuring all materials are accurate, clear, consistent, and professionally presented.
- Support and complete project work with, or on behalf of, the Senior Leadership Team and other stakeholders as requested by the CEO and as capacity allows, contributing to organisational priorities and initiatives.

Diary and inbox management

- Effectively manage the inbox for CEO, including filtering mail and replying on behalf of (where necessary), prioritising key emails for urgent action by CEO and ensuring emails are filed appropriately
 - Manage the diary for CEO including sending out meeting requests & room bookings for internal meetings
 - Filtering and responding to external meeting requests
 - Prioritise and resolve competing appointments
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Personal Development

The Executive Assistant is expected to take ownership of their ongoing professional development in order to maintain a high standard of executive support and organisational effectiveness. This includes:

- Proactively identifying development needs and engaging in learning opportunities to strengthen technical, communication, governance, and operational capabilities.
- Staying current with best practices in executive support, governance administration, workplace technology, and information management.
- Seeking feedback from the CEO, Board, SLT, and key stakeholders to enhance performance and service delivery.
- Actively participating in internal training and development activities related to health and safety, sustainability, quality, compliance, and leadership.
- Contributing to process improvements within the CEO’s office and across relevant administrative systems to drive efficiency and effectiveness.

Other duties – perform other duties as required

- Flexible & willing to perform a variety of tasks.
- Willingly takes on additional tasks/responsibilities to assist the CEO, Board, SLT.
- Actively participates in matters/meetings affecting the business.

Work Complexity

This role operates in a dynamic environment characterised by shifting priorities, multiple stakeholders, and time-sensitive demands. The EA must manage high volumes of information, balance strategic and operational tasks, and exercise sound judgment when resolving issues or escalating matters. Work often involves ambiguity, confidentiality, and competing deadlines, requiring the ability to anticipate needs, plan ahead, and adapt to changing circumstances while maintaining accuracy and professionalism.

Accountability	Complexity	People Responsibility	Relating to Others	Expertise
Moderate	Analytical	No Direct Reports	First Level Persuasion	Vocational

Based upon Strategic Pay SP5 Job Evaluation Methodology – for HR Use Only

Leadership Competencies

Leading Self	Achieves Results	Builds Relationships and Values Difference	Being Adaptable
	Holding themselves accountable to meet their commitments	Building relationships through communication, valuing difference and aligning with our values	Handling change and looking for better ways of doing things

Skills, Knowledge, and Experience



- Extensive experience providing senior support (typically 3-5years), preferably to a CEO, GM, Board or senior leadership team.
- Experience working in a complex, multi-stakeholder environment (e.g manufacturing, industrial, logistics, professional services or similar)
- Proven experience coordinating meetings, governance processes, and executive reporting rhythms.
- Demonstrated experience preparing and formatting high-quality business documentation, including presentations, reports, and briefings.
- Experience managing confidential and sensitive information with discretion and professionalism.
- Prior involvement in Board support, committee meetings, or governance activities (advantageous but not essential).
- Can confidently navigate Microsoft Office suite including Word, Excel, PowerPoint and Outlook
- Excellent verbal and written communication skills
- Self-motivated and resourceful – able to think on feet and solve issues as they arise
- Able to manage workload effectively, can pivot and prioritise accordingly
- High EQ & high degree of discretion; particularly around highly sensitive or confidential information
- Highly organised and able to influence and organise others