

We're Hiring

CITU

Role: Executive Assistant

Deadline: 31st January 2025

Contact: faye@citu.co.uk

Who We Are

Citu has a bold,
committed purpose;

To create the most impactful places on the planet.

To deliver low carbon places we have to be bold in our thinking, creative in our design and ensure the delivery of top quality, low-carbon homes and spaces.

As an exemplar illustration of urban renewal, the Climate Innovation District showcases the transformative power of sustainable development at a neighbourhood scale. From its energy-efficient homes to its pedestrian-friendly streets and vibrant communal spaces, every aspect of the district reflects a dedication to environmental stewardship and modern, urban living. And not to mention, Citu's own home – and office, The Place, is in the heart of the district.

Our People — Authentic, inspiring & passionate



At Citu, our team is the driving force of our organisation — a collective of dynamic, driven individuals who thrive in fast-paced, innovative environments. We pride ourselves on attracting top talent—A-players who are passionate about sustainability, design, urban development, and pushing the boundaries of what's possible. We all strive to be results focused like a sports team in everything we do.

Our values drive our behaviour, they're key to what makes Citu and our success is dependant upon our people having the right culture to ensure that we achieve our goal.

Do our values resonate with you?

Break the rules to make the rules

Its all for the customer

Think and behave like a business owner

Protecting our planet

Prepared and ready for action

I take responsibility

Results focussed like a sports team

Bold in seeking continuous improvement

Authentic, inspiring and passionate

Executive Assistant

SALARY: Flexible (dependent on experience)

CONTRACT TYPE: PAYE, Permanent Full Time (40 hours a week)

START DATE: ASAP (subject to notice period)

LINE MANAGER: Jonathan Wilson, Managing Director

LOCATION: Citu Head Office, The Place, Clarence Road, Leeds, LS10 1FB

TRAVEL: We have sites in Leeds and Sheffield, travel to these will be infrequent.



The Role



We are looking for a candidate with exceptional organisational skills, strong initiative and adaptability, and meticulous attention to detail, along with proficiency in using a variety of IT softwares. Clear and effective communication is essential, as the Executive Assistant will act as the primary point of contact managing all internal and external communications.

This is a fast paced role and no two days will likely be the same. As the Managing Directors EA you will work closely with him ensuring he is prepared and ready for the day and weeks ahead.

Our ideal candidate will have a proven track record of successfully working as an Executive Assistant to a Director or equivalent level role, in a fast-paced, dynamic environment. Prior experience working with creatives would be a bonus!

Key Outcomes



MISSION: To support and manage Jonathan to be effective in the execution of Citu's strategic and tactical plans ensuring output and culture excellence.

OUTCOME 1:

Provided effective management of Jonathan's time and outcomes. Ensuring that the right things happen, at the right times, in appropriate locations, including coordinating schedules with third parties and excellent team briefings.

OUTCOME 2:

Managed all Jonathan's email and diary traffic to re-direct and respond where possible, scheduling out remaining emails and events into suitable folders depending on the action required.

OUTCOME 3:

Ensure that Jonathan is prepared for meetings and events through provision of relevant papers, information and briefing where appropriate.

OUTCOME 4:

Lead on setting the standards for the Citu culture and accountability of, under the support and guidance of Jonathan, dealing with on-boarding of new team members.

OUTCOME 5:

Responsibility for the Citu Office (The Place) managing the IT and office budgets, generating value through diligent management of the expenditures and suppliers.

OUTCOME 6:

Supported Jonathan with any personal administrative requirements from time to time.

Key Experience & Attributes



Skills

High levels of flexibility and adaptability

Problem-solving and decision-making skills

Strong commercial and business acumen

Ability to work autonomously and under pressure and determine which communications are a priority and which aren't

Flawless communication and presentation skills, both written and verbal

Ability to multitask and prioritise an ever-changing workload

Exceptional organisation and diary management skills

Ability to build relationships at all levels across the business based on respect

Personal Traits

Great attention to detail and consistency

You have an inquisitive mind

Does the right thing even when nobody's looking

You are committed and responsible

You pride yourself on your integrity and performance

Cultural Traits

Open-minded - Open to new ways of doing things

Forward Doing - Not just about today, but about tomorrow

Personable - Come across in a friendly way and not overly formal in written and verbal communication

Teamwork - Actively encourages & recognises effective cross functional team working

Proactivity - Anticipate & take responsibility for consistently delivering added value to the client

Can-do Positive Attitude - Finds a way, rather than an excuse

Hard Worker- gets things done

Responsible & Reliable - Avoids drama, keeps commitments

Company Benefits



This is a unique opportunity to be in a key role working on exciting projects in Yorkshire.

This role is employed by Citu Group Developments. In addition to a competitive salary, your package will include:

Unlimited holiday allowance

Flexible working hours

Company pension scheme

Salary Sacrifice for electric car scheme

Cycle to work scheme

Free parking for electric vehicles

Company bonus scheme

Location: This role will be based in our head office at Leeds Dock.

We will support the appointed candidate with opportunities for continual growth and professional development.

How to apply

If our values sound familiar with your own and you are excited by the opportunity of joining a dynamic inspirational company then apply by sending your CV and covering note to faye@cituu.co.uk.

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