



Commercial Coordinator & Assistant to the CEO

About Lightfoot

Lightfoot is a high-growth technology company based just outside Exeter. Lightfoot has been described as ‘the Fitbit for cars’ and is an award-winning, government-supported technology that plugs into the vehicle and helps drivers find their engine’s sweet spot.

Lightfoot rewards drivers who achieve ‘Elite Driver’ standard with a wide range of prizes, discounts and other benefits; from cheaper car insurance to a year’s supply of pies...

Lightfoot drivers are up to 20% more fuel efficient than your average driver and have 40% fewer accidents, so we are making our roads safer, our environment cleaner and our motoring less expensive. Lightfoot has been disrupting the fleet sector since 2014 with its all-new approach and has customers including Virgin Media, Dyno Rod, South West Water and many more.

This year Lightfoot is also launching to the consumer market so that every driver can be rewarded for better driving.

The Lightfoot team has grown from 25 to 60 in the last 9 months alone. We are based from our new state of the art facility near Chudleigh where you will find a fast paced environment and a dedicated team driven to making driving fun, social and rewarding.

Job Outline

The Commercial Coordinator & Assistant to the CEO will divide their time between supporting the wider Commercial team and Lightfoot’s CEO. Their role will include scheduling client meetings, arranging itineraries and booking travel. They will be responsible for keeping our CRM system up to date on behalf of the team and providing administrative cover during meetings, in order for the CEO and team to spend maximum time on strategic tasks and driving business growth.

Working within a fast moving and forward-thinking environment, the Commercial Coordinator & Assistant to the CEO will have a flexible and dedicated attitude towards work and strives for perfection at all times.

Role and Responsibilities

- Coordinate complex and frequently changing travel arrangements, trips and appointments on behalf of the CEO and Commercial team, preparing itineraries if required.
- First point of contact for the CEO internally and externally
- Effectively manage incoming meeting requests by gauging the priority and urgency of these and effectively manage the response in a polite and professional way, booking appropriate rooms and refreshments if required
- Collate management information from the various department heads in preparation of monthly board reports

- Proactively draft letters, personal correspondence and other tasks that facilitate the CEO's ability to effectively help lead the company
- Manage ad hoc projects as requested by the CEO, monitoring progress and ensuring deadlines are met
- Ensure CEO is aware of important tasks and deadlines
- Provide administration support to the team, ensuring that our company CRM remains up to date and accurate at all times.

Desired qualifications, skills and experience

- Ability to multi-task across multiple projects and operate to deadlines is **essential**
- Exceptional oral and written communication skills are **essential**
- High level of organisational skills, with the ability to work accurately and independently is **essential**
- Discretion and trustworthiness are **essential**: you will often be party of confidential information
- Experience in diary management is **essential**
- First-class presentation and problem-solving skills are **essential**
- Working knowledge of Salesforce CRM is **desirable**
- Previous experience as a Personal Assistant/Executive Assistant is **desirable**

Personal characteristics

- Punctual, reliable & adaptable
- Efficient, proactive & organised
- Enthusiastic
- A problem solver, able to use own initiative
- Tact and diplomacy

Salary & Benefits

- Competitive Salary
- Membership of employee bonus scheme
- Outstanding quality of life
- 24 days leave entitlement plus Bank Holidays
- Childcare voucher scheme
- Your own Lightfoot device and associated benefits

Location

Chudleigh, Exeter

How to apply

If you think this job is for you then why not email us, briefly summarising why you'd be great for the role and including a copy of your CV, to work@lightfoot.co.uk