

We are determined to transform a wasteful industry

An industry that's stuck in its ways. We only work with people as ambitious and driven as we are. At Mudano there's no time to kick back, stick your feet up and look out of the window. We're on a mission to transform an entire industry. It's a big challenge. But what doesn't challenge you, doesn't change you. People with this drive and fire are our life blood. They aspire to do and be more. That's why our acceptance rate is even tougher than Harvard. We only want the best, and people who believe in values that will realise a vision.

Our people. Our practitioners. Focused on project efficiency and business value delivery. Passionate about removing bias and guesswork and replacing it with informed, objective decision-making.

Build on what you can do. Realise the potential you have.

We are looking for an experienced EA to provide support to Mudano's CEO and CSO. The business objective of this role is to improve their overall efficiency and being the first point of contact for the leadership team.

Job description and duties:

- / Act as the first line of communication between the CEO & CSO and the business or clients or suppliers including answering or directing queries on their behalf
- / Understand and represent the CEO opinions and speak on their behalf when required
- / Manage high load of correspondence
- / Beyond CEO & CSO, provide ad-hoc support to the other members of the leadership time when required
- / Manage company updates and coordinate information to be completed on time
- / Present issues openly and confidently, providing solutions as well as problem
- / Travel and expense management
- / Personal Support to CEO
- / Meeting preparation and time management

Required skills and experience:

- / 5 years minimum working as an Executive Assistant to C-suite
- / Outstanding MS Office skills and technology confidence
- / Have excellent communication skills, you are articulate, communicate clearly, concisely and without any jargon
- / Ability to simultaneously manage multiple priorities
- / Full competency in multiple diary management, can apply good judgment and has an understanding of competing priorities as well as running a clean and efficient diary
- / Exhibits a positive, emotional intelligence, constructive attitude in all scenarios
- / Experienced in organizing complex international travel arrangements, creating comprehensive travel itineraries and anticipating the needs of the Sales Director whilst travelling



Behaviours that will move frontiers



Imagine with intelligence

We're a data company that is doing things nobody has done before. That takes sharp and agile minds. Minds that can make the leap from the known to the unknown; that questions what's possible. Think from first principles and dare to go somewhere new.



Enjoy uncomfortable

Transforming an entire industry requires desire, energy, perseverance and a restlessness to push the boundaries of what's possible. While challenging the status quo can be scary, the results are worth it.



Be clever and concise

We move fast. To keep momentum, we need to simplify challenges into concise statements and efficient dialogues.



Apply ethics

We work in a transparent manner. If we finish a project ahead of time, we'll call time on our fees that day. In an industry used to wasting millions, it takes many clients by shock.



Be your authentic self

We don't want clones. We want knowledge-age thinking. It doesn't matter if you prefer suits or jeans, if you hold a baby or a briefcase. You'll only be the best version of yourself when you are yourself.



Science eats opinion

Apply a little science; get a different result. A better result. Find the data and run your own experiments. That's the Mudano way.

Farewell to the mundane

Mudano is a collective of unique individuals but with a common set of beliefs, behaviours and values. Culture is how we work together. Easy to experience, harder to pin down and define in words. It is inclusive and it is diverse. Our benefits and policies are designed for each person to integrate their work and life in a way that is right for them, as well as provide extensive support for career development, whatever that path may be.

Want more flexibility? Talk to us and we'll see if together we can build a better business world.

Benefits and compensation

- / Generous personal training budget for your professional development
- / Comprehensive coaching programme
- / Monthly book allowance
- / Comprehensive benefit package including private medical, wellbeing cover, and group life insurance
- / 24-hour counselling
- / Good work/life balance
- / Salary depending on experience
- / 25 days' annual leave plus bank holidays
- / Pension scheme with 3% employer contribution
- / Discounted gym membership
- / Thursday social hours, networking, and unlimited tea/coffee and fruit