



English Path Head Office
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Job Description

JOB TITLE: Project Coordinator / Executive Assistant

REPORTS TO: Chief Executive Officer

BUSINESS FUNCTION/SUB-FUNCTION: Executive Office / Operations

LOCATION: Manchester, United Kingdom

ABOUT ENGLISH PATH:

English Path is a rapidly growing, global English, German and French language school that empowers students of all ages through language learning and cultural experiences. English Path has expanded significantly since its foundation, establishing modern campuses, and professional learning environments in the UK, Europe, North America, and the Middle East.

We provide a diverse range of courses, including General English, French and German; Academic and Exam preparation, Electives, Pathway programmes and Professional Certificate programmes. Our curriculum is designed to not only encourage students to enhance their language skills, but also facilitates immersion into the local culture through themes which connect the classroom to real-world experiences. We also offer additional ancillary services such as high-quality accommodation, student insurance and transfers.

By joining English Path, you will be immersed in a talented, passionate, and dynamic group of professionals who are focused on one clear vision; to transform lives through education. Find out more about us here: www.englishpath.com

MISSION:

A world in which every person can communicate using a common language removing inequality and creating a level playing field. Courses that stimulate and challenge. Students that learn, excel, and grow.

VISION:

To change lives through education that makes a fundamental difference to living standards and access to learning.

ROLE PURPOSE:

The Project Coordinator / Executive Assistant will work closely with the Chief Executive Officer to facilitate project coordination, track progress, conduct research, and ensure key deadlines are met. Rather than focusing solely on executive support, this role emphasises project oversight, stakeholder communication, and administrative efficiency. The ideal candidate will be highly organised, proactive, and capable of driving initiatives forward in a dynamic environment.

ROLE and RESPONSIBILITIES:

- Assist in planning, executing, and tracking multiple projects across the executive function and business operations.
- Monitor project timelines, milestones, and deliverables to ensure deadlines are met.
- Conduct research and gather relevant information to support decision-making.
- Liaise with internal and external stakeholders to ensure smooth project execution.
- Follow up with project owners and teams to ensure timely completion of tasks.
- Maintain project documentation, reports, and status updates.
- Identify potential risks, bottlenecks, and issues, proposing solutions when necessary.
- Coordinate meetings, prepare agendas, and document meeting notes with action points.
- Provide administrative and operational support to the CEO as needed.

ESSENTIAL SKILLS AND EXPERIENCE:

- Proven experience in project coordination, executive assistance, or a similar role.
- Strong organisational and time management skills, with the ability to multitask.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and project management tools.
- Ability to work independently, take initiative, and drive results.
- Strong problem-solving skills and attention to detail.
- Ability to work effectively with stakeholders at different levels of the organisation.
- Experience in supporting C-suite executives is an advantage but not essential.

DESIRABLE:

- Experience working in a high-growth or fast-paced business environment.
- Familiarity with project management methodologies.
- Knowledge of business operations and strategy.
- Ability to handle confidential information with discretion.
- Prior experience coordinating executive-level projects or supporting senior leadership.

OTHER INFORMATION:

- The Project Coordinator / Executive Assistant is expected to work flexibly and adapt to the evolving needs of the executive office.
- The role may require occasional travel to support meetings or project needs.
- Demonstrate a commitment to company values, compliance, and best practices.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.