

# A day in the life of... Suzie Andrews, Executive Assistant

## Team

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TAB's executive assistant, Suzie Andrews, shares insights into her bustling life as DK's assistant, how no two days are the same and often she's working on several projects at once.

Waking to the sound of her alarm, Suzie is up at 7:00 am. Normally she drives to the TAB offices but if the weather allows, she enjoys a walk to work. She describes mornings as bustling, unpredictable, challenging and full of small but appreciated moments of clarity. A normal day at the office for Suzie is when she's organising the schedule for entrepreneurial TAB CEO Duncan Kreeger.

For lunch, she enjoys the brilliantly prepared food offered by the resident TAB chef with her colleagues. Multitasking is crucial in her role, so her afternoon is spent anticipating Duncan's needs, finalising other tasks and preparing for the following day as this allows her to control her work when she walks into the door the next morning. After her busy day, Suzie relaxes by socialising with friends or with the company of some cheesy reality TV programme. She's usually in bed by midnight (minus the glass slippers), where she tries to embrace a moment of sanity.

## How long have you worked at TAB?

I have worked at TAB for four months. I previously worked as an EA in a property development company and for a charity for deaf people. As well to working in property development, I have experience in several different fields including property sales, recruitment, and fashion.

## What does your role at TAB involve?

Working for DK means that every day is unpredictable. Most mornings we have a set action plan for the day and by 11:00 am the plan goes out the window! My job is to assist in any way that makes his life easier and to make his schedule more efficient to help him prioritise his daily tasks.

I deal with both his personal and professional related matters including emails, diary, travel and a large amount of gatekeeping!

## **What's the best thing about working at TAB?**

The best thing about working at TAB is the amazing people I work with every day and of course our new office space. TAB is very conscious of the staff's health and wellbeing and regularly assists with making our office life more enjoyable. Our regular social activities also ensure that whilst we work hard, we play hard too!

## **How do you relax outside the office?**

Outside the office, I spend time socialising with my friends and family. I love the cinema and theatre so I really missed those during the pandemic lockdown. I'm also quite the foodie so going to new and exciting restaurants is high on my list as cooking is definitely not my forte! My mind is regularly preoccupied so I actually find it quite difficult to relax but walking my Alaskan Kleekai, Libby helps calm my mind.

## **What does the future hold for TAB?**

Personally, I hope that this job will take me to retirement, by which time everyone will be older! Having never worked in a finance company it's great to still be able to learn new things in the financial industry even if I have to write everything down. The great thing is that DK wants everyone in the team to learn about all areas of the company, so there's always room for improvement and growth, which I expect there to be plenty of for TAB in the coming future.

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