

**** NEW JOB**** A trading company is seeking a Team Assistant. Based in near Liverpool Street and paying £35,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Assistant

Location: Liverpool Street

Salary: £35,000

Job Description: The job requirement is to source, deliver, organise and monitor resource provision to clients and to manage the client monitoring and payment process in addition to providing support service to the sales, sales-trading and research teams in London.

Source and Deliver Resources to Clients

Analyst Marketing –

- Liaise with the marketing desk overseas to co-ordinate analyst visits
- Create analyst roadshow proposals and itineraries.
- Arrange logistics including flight and hotel bookings and ground transportation.
- Confirm all meetings with clients and distribute schedules.
- Prepare presentation material.

Corporate Roadshows –

- Liaise with the corporate access desk overseas to co-ordinate corporate management visits
- Create corporate roadshow proposals and itineraries.
- Arrange logistics including flight and hotel bookings and ground transportation.
- Confirm all meetings with clients and distribute schedules.
- Prepare presentation material.
- Collate feedback.

Bespoke Client Trips – work with the corporate access desk to organise field trips overseas for investors.

Conference Organisation

- Working together with US event and corporate access team to organise events.
- Sending target companies list to corporate access team, hosting regular catch up calls.
- Registering investors on conference system.
- Collecting and submitting meeting requests.
- Manage meeting allocation.
- Distribute agenda and schedule.
- Onsite management for local events

Sales and Trading Desk Support and Organisation Services

Supporting the Equity Sales and Trading team in all administrative tasks, including

- Answer telephones.
- Organise travel.
- Maintain clients distribution list.
- Set up meetings for clients with analysts upon request.
- Host conference calls when required.
- Preparing upcoming events report on a weekly basis.
- Manage expenses.
- Stationary order.
- Prepare salesforce presentations, model packs and other necessary documentation for client meetings.
- Maintaining the database, monitoring prospect accounts progress.
- Complete compliance forms for new accounts.
- Organise client events and other activities.
- Any other Ad hoc queries that may accrue on a day to day basis.

Business Monitoring, Measurement and Reporting

- Coordinate research pricing contract negotiations, invoicing and contracts.
- Act as point of contact for research pricing discussions and enquiries.
- Maintain internal monitoring tools for resource provision to clients and ensure payment fairly reflects resource consumption.
- Manage interaction data for clients via numerous different third party platforms.
- Prepare and analyse data to optimise resource provision.
- Compile relevant management reports.