

**\*\* NEW JOB\*\*** A global asset management firm is seeking a Team Assistant. Based in Bank and paying £35,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Team Assistant

Location: Bank

Salary: £35,000

**Job purpose:**

You will be required to support a number of different departments within the London office and liaise with appropriate colleagues in our U.S Head Office as well as other Global offices.

**Key functions and duties:**

- **Communication:** Screen calls and take messages. Provide information to callers. Deliver messages to others.
- **Correspondence:** Compose neat and accurate correspondence or documents using Microsoft Office. Documents may be of a confidential nature. Draft routine letters, emails or other documents based on directions by staff members. Proof read documents prepared by self or others.
- **Meeting Arrangements:** Schedule meetings via Outlook and book meeting rooms, video conferencing equipment and catering where required. Take minutes where required.
- **Travel Arrangements:** Make routine and complex travel bookings including flights, hotels and transfers. Prepare complex travel itineraries. Make visa applications. Ensuring that the corporate travel policy is adhered to.
- **Expenses:** Accurately process monthly cash and credit card expense reports for assigned team members and log all Business Entertaining in internal compliance system.
- **Marketing Events/Client Events:** As part of the wider support team, assist with the collation of materials and branded merchandise for internal and external events.

- **General Assistance:** Perform general duties such as distributing mail, packaging items for delivery, scanning and filing, presentation printing and binding. As needed, provide back up for other Assistants during absence or busy periods.
- Perform other job-related duties or special projects as required by assigned departments.
- Provide lunch time and ad hoc reception cover to Receptionist.

**Candidate requirements:**

Education:

Educated to minimum A Level standard. Relevant professional qualification an advantage. Must have good grammar, spelling and basic maths skills.

Experience:

Must have 2-5 years' experience in a similar role. A minimum typing speed of 45-55 wpm is required. Must be able to communicate effectively at all levels.

Skills / Other:

- Excellent communication and interpersonal skills
- Intermediate knowledge of Microsoft Office and Outlook, specifically Word and PowerPoint and Excel
- Strong attention to detail and accuracy
- Ability to prioritise work and keep others informed of estimated completion timescales
- Proactive and assertive
- Ability to remain calm and cope under pressure
- Excellent organisational skills
- Discretion and confidentiality
- Must be flexible in your approach to your work