

**** NEW JOB****- An international bank is seeking a Junior PA. Based near Piccadilly and paying £20,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Junior PA

Location: Piccadilly

Salary: £20,000

Overview of the Role

The role will provide full administrative support for the Personal Assistant to the CEO, CAO, Head of Equities and Head of Strategy and Planning. Main responsibilities include:

- expenses
- business cards
- booking restaurants, cars, meeting rooms
- resolving IT issues
- ad-hoc tasks such as ordering office equipment and furniture, sending out letters (mail merges)
- personal tasks for the CEO, such as paying bills, adding personal events to the diary, collecting dry cleaning, collecting lunch on busy days
- event arrangements
- preparing travel itineraries
- preparing packs for board meetings
- printing documents ahead of meetings
- monitoring holidays
- providing cover for the Senior Personal Assistant when required

Requirements:

- Good listening and communication skills
- Exceptional organisational skills
- Detail-oriented and accurate
- Computer literate – good knowledge of Microsoft suite products
- Uses initiative and works well under pressure
- Exercises discretion with all professional and personal information
- Excellent team player
- Ability to work without close supervision

