

**** NEW JOB**** A luxury super yacht brokers is seeking a PA. Paying up to £27,000 and based near Green Park. If you are interested, please email your CV to emma.colville@questprofessional.co.uk.

Job: PA

Location: Green Park

Salary: £27,000

DUTIES & RESPONSIBILITIES

Brokers travel a lot so very often the PA will be writing letters, preparing contracts etc. without direct supervision and they must therefore have great attention to detail and be able to work unsupervised.

SALES SIDE

- Preparing and updating yacht specifications for Central Agencies
- Ensuring a complete file is in place with all boat documents
- Liaising with Captains regarding technical details, engine hours, yacht visits
- Internet and print advertising – keeping websites up to date
- Organising materials for boat shows
- Acting as host showing yachts to clients at boat shows
- Looking for berths for Central Agency yachts
- Screening photos for quality and preparing pdf brochures
- Sending out specs and brochures to external Brokers and direct clients
- Preparing external client mailings
- Preparing external announcements

PURCHASE SIDE

- Preparing selections to be sent to potential Buyers
- Welcoming clients to the office

- *Forming relationships with client's PA's*

ADMIN

- Organising Broker's travel arrangements, dealing with hotels, airlines, restaurants etc.
- Taking detailed messages and speaking to clients