

**\*\* NEW JOB\*\*** A renowned auction house is seeking a PA to their Chairman. Paying up to £48,000 and based near St.James. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk).

Job: PA

Location: St. James

Salary: £48,000

**Major Responsibilities:**

**PA / administrative support:**

- Run diaries & co-ordinate all meetings for Chairman
- o Ensure the right people are involved in all meetings and that the participants are fully briefed; liaison with other EAs / PAs
- o Ensure attendance at events, external events and client meetings are managed in a timely manner
- o Organise on-site and off-site meetings and audio/video conferences, across several time zones (including meeting room bookings, ensuring IT and other required facilities are in place)
- o Prepare presentations, take minutes during meetings and ensure minutes are sent to all attendees after the meeting in a timely manner
- o Manage catalogue subscriptions and ensure they are up to date in Chairman's office
- o Provide administrative support as required
- Liaise with any individual external administration on diary and travel plans in order to avoid conflicts and identify additional potential client visits within schedules to maximise client facing capacity
- Organise complex travel itineraries (via travel company) and submit expenses for the Chairman
- Code invoices for sign-off, raise and receipt POs using the Purchase Order system, complete new supplier and payment request forms; coordinate with accounts payable to ensure swift payment of invoices where required
- Manage filing, organise stationery as required
- Manage and reply to invitations sent to Chariman's office
- Liaise with IT department regarding any IT related issues (PC, laptop or iphone etc.)

### **Commercial and Client Management**

- Understand and be conversant with individual client maps of Chairman
- Build and maintain strong working relationships with the offices of relevant clients, senior stakeholders and their assistants.
- Arrange appropriate client briefings in advance and de-briefings on return ensuring all relevant client data is entered onto the Client & Object System in the right way and in the appropriate fields.
- Oversee client correspondence, including email filtering out what is relevant and appropriate.
- Organise sale related tasks on behalf of Chairman's clients, including arranging bids, sale results, collection and storage deadlines, catalogues etc.
- Work with the Events team to manage the Chairman's guest lists and RSVP's to events
- Manage monthly submission of expenses online
- Receive and know how to appropriately escalate client complaints

### **Project Management support:**

- Undertake independent research where required
- Support project management of any off-sites organised by Chairman
- Gatekeeper for on spec external calls and internal enquiries for Chairman's office

### **Skills/Competencies Required:**

- Exemplary administrative/organisational skills; with an ability to work to tight deadlines
- Excellent communications skills
- A professional attitude along with excellent interpersonal and client facing skills
- Attention to detail, accuracy, business process driven; naturally seeks continuous improvements and best practise
- Ability to remain calm under pressure using strong diplomatic skills
- Ability to work with the utmost discretion
- Commercially minded in order to support in maximising business opportunities
- Typing skills 50 wpm+
- Ability to work both independently and collaboratively
- Project management skills
- Proven ability to prioritise for multiple stakeholders