

**** NEW JOB**** A private equity firm is seeking a PA to support their young Investors. Based in Victoria and paying up to £35,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA to young Investors

Location: Victoria

Salary: £35,000

PURPOSE OF THE ROLE

- To provide first class support to the investment team
- To present a high quality, professional image externally
- To bring a new set of skills to the team

DUTIES AND RESPONSIBILITIES

- Complex diary management (using Outlook) arranging numerous meetings, business lunches, dinners, corporate entertainment and personal events
- Answering telephones, taking messages and dealing with queries where appropriate
- Assisting the investment team in production of presentation materials for internal and external use
- PowerPoint skills to help create and edit presentation documents
- Excel input and manipulation for input into presentations and for other purposes
- Extensive travel arrangements nationally
- Accurate typing of emails, letters and itineraries
- Undertaking company research on websites
- Cover for holidays/sickness of PAs (25 days + p.a.)
- Completing monthly expenses/ filing/ other ad hoc projects

SKILLS & QUALITIES

- Intelligent, professional, organised and enthusiastic PA with good attention to detail and an ability to prioritise workload effectively
- Strong interpersonal and communication skills and a desire to help others when possible
- Highly proficient in the use of MS Office packages such as Word, Excel, PowerPoint and Outlook

