

****NEW JOB**** A world renowned musician is seeking a PA his family office. Based in Soho and paying up to £40,000. If you are interested please send your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Soho

Salary: Up to £40,000

Reporting directly to the Chief Financial Officer you will work closely with senior level associates and high profile business contacts ensuring co-operative and efficient relationships are maintained with both these and internal colleagues and other key stakeholders. You will provide pro-active wide-ranging secretarial and administrative support to CFO and also liaise closely with two other PAs within the company.

The ideal candidate will have proven experience of providing PA support at senior/board level, have the ability to think one step ahead and have excellent organisation and communication skills. Commitment, strong and professional work ethic and the ability to deal with extremely confidential information and be discreet at all times are paramount.

Skills required: excellent command of all Microsoft Office applications including PowerPoint, proficient typing skills, ability to multitask under pressure, use own initiative and discretion, work independently but also as part of a team and have a flexible outlook.

Responsibilities include, but not limited to:

- General secretarial and administrative duties including typing of correspondence and emails.
- Assisting with finance duties such as payroll schedules, pension notifications sheets, and expenses.
- Diary management - ensure the CFOs diary is kept up to date, he is aware of immediate and forthcoming meetings and that he is fully prepared and briefed well in advance of meetings with agendas and appropriate correspondence
- Managing meeting bookings and timing of meetings to ensure CFO remains on schedule
- Managing invitations and engagements schedule
- Recruitment – assisting with the co-ordination of entire process from liaising with agencies and advertising vacancies through to organising interviews and managing the administrative side of an employment offer, including IT set-up for new employees.

- Travel arrangements – liaising with agents, making travel reservations, booking meetings and ensuring full itinerary and documentation is provided (agenda, tickets, booking references etc).
- On monthly basis:
 - Collating & submitting payroll and pension information
 - Arranging HR meetings as necessary.
- Filing and archiving - hard copy and e-mail
- Processing incoming mail, both electronic and postal
- Ensuring spreadsheets and project folders are regularly updated
- As required, assist in the general smooth running of the office by establishing clear processes and communication channels
- Keeping contacts / address book up to date.
- Assist with variety of ad hoc projects as and when required.