

****NEW JOB**** A high end tutoring organisation is seeking a PA. Paying up to £30,000 and based in Knightsbridge. If you are interested please send your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Knightsbridge

Salary: Up to £30,000

- Arranging and managing meetings
 - Arrange and schedule both internal and external meetings
 - Collate and distribute documents prior to meetings
- Diary Management
 - Keep abreast of any diary changes
 - Arrange and schedule both internal and external meetings
- Travel Management
 - Arrange all aspects of travel including car transfers, flights and hotel bookings
 - Create comprehensive travel packs
 - Arrange for visas as and other travel related documents when required
- General Administration
 - Implement and maintain an efficient filing system
 - Work cohesively with other employees, providing support where necessary
 - Prioritise tasks on their importance and urgency, completing the most urgent tasks in order to meet the expectations of allocated team members
 - Project manage effectively (e.g. events)
 - Ensure tasks/actions are completed in a timely manner
 - Ensure filing is completed appropriately