

****JOB**** A private equity firm based in Temple is seeking a PA. Paying up to £35,000. If you are interested please send your CV to emma.colville@questprofessional.co.uk

Job Title: PA

Location: Temple

Salary: £35,000

Job Role:

PA Duties:

- Diary Management – ensuring the diaries run smoothly and accurately
- Organisation of internal and external meetings including advisors, lawyers, portfolio companies and building good working relationships with the PA's of these companies
- Ensuring all execs stay up to date with their IMP (individual marketing plan) meetings
- Tracking all relevant meetings on Salesforce
- Answering calls and emails professionally and in a timely manner
- Travel arrangements – including flights, hotel accommodation, train tickets, visas, car hire
- Monthly expenses
- Maintaining Salesforce database, adding new contacts, making sure existing details are kept up to date, adding meeting notes and deal documents.
- Producing documentation for execs as required, including powerpoint presentations, reports, spreadsheets, letters and legal documents and occasional research tasks on target companies
- Distribution and collation of documentation as appropriate
- Maintaining efficient filing and archiving systems both electronic and paper
- General ad-hoc duties as required
- Occasional reception cover and reception opening
- Deal PA and Sector PA duties as listed below

Deal PA Duties:

- Is a point of contact on Deals
- Works closely with the deal team to ensure events happen according to priority. Acts as a conduit for tasks to happen

- Knows who the key external people are on a deal i.e Management and Advisors
- Moves tasks forward under the direction of the deal team taking initiative when execs are out of the office or in meetings all day
- Arranges meetings and takes minutes
- Ensures action points are followed up
- Ensures the correct folder structure is set up in the deal folder and tracks deal meetings.

Sector PA Duties:

- Is the point of contact for the Healthcare & Financial Services sector
- Schedules quarterly consumer sector meetings
- Schedules fortnightly catch ups for the team
- Prepares the agenda ahead of each meeting
- Takes minutes at each meeting ensuring that action points are attributed to the correct execs
- Follows up on action points to ensure these are completed within the allocated timescale (actions may include setting up external/internal meetings, tracking meetings on the sector plan, circulating reports for discussion etc)