

**\*\*JOB\*\*** A well-known investment firm are seeking a Research Assistant. Paying up to £35,000 and based in Victoria. If you are interested please send your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

**Job Title:** Research Assistant

**Location:** Victoria

**Salary:** £35,000

**Job Role:**

**Support specialist fund teams:**

- Co-ordinate calendars and schedule meetings for specialist fund teams
- Co-ordinate travel arrangements as business needs and personal preferences dictate
- Maintain structured filing systems for all aspects of company meetings
- File meeting notes electronically
- File company presentations electronically or in hard copy
- Maintain database of company meetings held
- Support teams prepare for company meetings by collating materials (e.g. recent notes, financial reports, broker research)
- Manage company results timetable and ensure teams are aware of key reporting dates
- Maintain up to date Outlook contacts
- Manage expense claims
- Provide ad hoc support as required
- Support the Hong Kong office as and when they visit the UK.
- Prepare and provide quarterly packs for Research Directors
- Provide Management Information as and when required
- On occasion organise corporate access specialist funds
- Contact companies to set-up meetings with senior management File company presentations electronically or in hard copy
- Schedule practical itineraries for multiple company meetings in one or more locations
- Establish and set-up travel logistics for above itineraries (e.g. flights, hotels, taxis, trains, hire cars etc)
- Collate travel Management Information

### **Qualifications and experience**

- Significant experience in an executive secretarial position in either financial or professional services
- Should have simultaneously supported several small teams comprising a total of circa ten individuals
- Positive, proactive, and 'can do' attitude with capacity to work under moderate pressure
- Highly organised, diligent and accurate
- Be a reliable and visible member of the team
- Outstanding written and verbal communication skills
- A desire to support teams and enable them to operate more effectively and efficiently
- Ability to work independently and interface effectively with other support staff
- Strong PC skills including experience of Microsoft Outlook, Excel, PowerPoint