

**** NEW JOB****- An international ship management company are seeking a Junior PA. Based in Bond Street and paying up to £25,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Junior PA

Location: Bond Street

Salary: Up to £25,000

Job description

- Monitoring the diaries and scheduling meetings for the team, arranging travel as required and booking restaurants
- Answering the telephone, taking full and accurate messages.
- Collecting and distributing the post; drafting and preparing correspondence and memos for the partners; ordering couriers
- Helping maintain the office paper and electronic filing systems; photocopying, faxing and scanning for the team
- Updating and monitoring the client database
- Preparing expenses for the partners
- On a monthly basis compiling, updating and sending out the Funds' Investor Report
- Undertaking general office administration, including maintaining stationery and other office supplies, meeting and greeting visitors, preparing the meeting room and refreshments for meetings
- Any other duties as requested by the partners

Skills Required:

- Excellent secretarial and IT skills, including Microsoft Office (Word, Excel, PowerPoint); accurate typing and excellent numeracy skills
- Good organisation skills with the ability to prioritise a busy and varied workload and to think and plan ahead
- Attention to detail and ability to work efficiently to complete set tasks
- Excellent written and spoken communication skills

- Flexible and mature approach; keen and willing team player