

**\*\* NEW JOB\*\*** A real estate investment company are seeking a PA. Based in Marble Arch and paying up to £35,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: PA

Location: Marble Arch

Salary: Up to £35,000

**Job description:**

- Diary management
- Email management: assessing emails, taking appropriate action, forwarding information as required and filing.
- Putting together papers in preparation of meetings
- Arranging meetings using Outlook, inviting external guests and liaising with other secretaries.
- Creating reports, documents, letters and PowerPoint presentations
- Print and bind documents as required
- Answer telephone calls and deal with them accordingly
- Organising travel arrangements
- Additional ad hoc duties as required

**Requirements:**

- Experience of supporting stakeholders at all levels, up to Executive Directors
- Excellent organisational and communication skills (oral and written)
- Works well under pressure
- Confident, pro-active and professional
- A keen attention to detail
- A team player who is flexible and willing to take on 'ad hoc' tasks
- Must have an advanced knowledge of Outlook, MS Word, PowerPoint and Excel
- Possess reasonable numeracy skills
- Can be discreet and confidential as required

