

**** NEW JOB**** An Asset Management firm based in Knightsbridge are seeking a Team Secretary. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Secretary

Location: Knightsbridge

Salary: Up to £23,000

Job description:

Duties will include:

- Greeting clients
- Answering phones
- Dealing with post and couriers
- Organising guests, meeting rooms and refreshments
- Ad-hoc typing, photocopying and scanning
- Binding of presentations
- General diary Management for the marketing team (organising meetings and setting up conference calls)
- Extensive travel management
- Processing monthly expenses
- Assisting with blacklining and formatting of documents
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The role will be broad and varied and the candidate should be able to prioritise and execute several tasks at once.

As the candidate will be involved in looking after guests they should be personable.