

**\*\* NEW JOB\*\*** An International shipping company are seeking an Executive Assistant . Based in Bond Street and paying up to £40,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Executive Assistant

Location: Bond Street

Salary: £40,000

#### **KEY RESPONSIBILITIES:**

##### **Diary Management**

- Coordinate the client's diary so as to arrange appointments, meetings and travel arrangements.
- Ensure that the Outlook calendar reflects all known business and personal appointments (meetings, lunches, dinners); travel commitments and reminders.
- Ensure that the schedule is planned ahead with revisions discussed with the Client.

##### **Travel Management**

- Arrange all aspects of worldwide and domestic travel including the preparation of comprehensive itineraries, flights, hotel bookings, currency, car parking and car hire etc.
- Assist with travel arrangements for visitors / guests as and when required.
- Arrange visas as and when required.
- In consideration of time zones, should urgent matters arise, to be contactable after hours and on
  - weekends when the client is travelling abroad.

## **Administration**

- Implement and maintain an efficient filing system for the Client's office.
- To be the first point of contact for any telephone queries, ensuring that all messages are forwarded and responded to quickly and efficiently.
- Review, proofread and edit documents prepared / required for signature.
- Accurate and timely processing of invoices and compilation and submission of expense forms.

## **Communication**

- Dealing with correspondence and e-mails quickly, efficiently and to a high standard.
- Provide a professional response to all telephone calls and queries.
- Ensure that household staff, contacts in overseas offices and other relevant parties are updated on all travel, meeting and guest arrangements.

### **• Ad Hoc Projects**

- Liaise with UK insurance brokers to ensure that all insurance policies are up to date and all documents associated with claims are accurately completed within the required timescales.

### **• Relationship Management**

- Establish and build professional relationships for all contacts of the Client.

## **IT PROFILE:**

- Advanced knowledge and proven ability in the use of Microsoft Office applications i.e. Word, Excel, PowerPoint.

- **SKILL PROFILE**

- **Knowledge and / or Skills:**

- 3 years minimum experience in a similar senior role would be an advantage.
- Proven experience in being accountable for sensitive and confidential documents as well as representing a high profile office across all levels of an organisation.
- Previous experience in coordinating high volume complex diary management, meetings (domestic and international) and travel arrangements is a requirement for this role.

**General Attributes:**

- Excellent attention to detail and ability to focus and hone in on relevant information.
- Ability to work on their own initiative.
- Effective planning and organisational skills
- Strong learning ethic and ability to undertake investigative work on their own initiative.
- Proven ability to multi-task and anticipate next steps, with key skills to prioritise and organise workload in an ever changing environment to meet changing and challenging deadlines.