

**\*\*JOB\*\*** A global advisory firm are seeking a PA. Paying £30,000 and based in Victoria. If you are interested please send your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

**Job Title:** PA

**Location:** Victoria

**Salary:** £30,000

## **THE ROLE**

Supporting up to two Partners, the PA's responsibilities include:

### **Consultant Support**

- Responsible for diary management for own Partners – overall responsibility for diary planning, updating meeting tracker and business development documents and diarising follow ups.
- Responsible for all meeting administration, from arrangement to documentation presentation, re-confirmation, directions etc.
- Management of contacts, updating in outlook and on database.
- Responsible for internal documentation, action lists, agendas, 'throw up' documentation.
- Arranging travel for business trips including all flights and hotel reservations.
- Management of Partner's email inbox in agreement with Partner.
- Collating expense claims.
- Management of Partner's business development programme and assisting with new ideas and leads.

### **Client Liaison**

- Providing first point of contact to clients and candidates.
- Building relationships with all clients and their offices. Build a rapport with their PAs.
- Setting up briefing meetings and preparing presentations and any pitch documents.
- Updating client contact details on in-house database and saving any biographies in the client folder.
- Confirming candidate meetings with the client via email and updating onto in-house database.
- Producing assignment reports for clients.

### **Assignment Administration**

- Assisting with assignment management, working with the team to ensure that process and timescales are adhered to.
- Typing up proposals, job descriptions, CVs, research reports, weekly updates and saving in the client folder.
- Inputting/updating candidate contact details onto in-house database
- Arranging candidate and client interviews to include confirming meetings via email and updating the in-house database. This also includes providing all relevant information background for example biographies, job specs to candidates and CVs to clients.
- Arranging candidate (and client if needed) travel to include typing up a detailed travel itinerary – flights, hotels, meeting rooms etc.
- Arranging Video Conferencing for global client/candidate interviews.
- Arranging qualification checks for all candidates on a shortlist. This involves liaising with the university and obtaining signed declarations.
- Informing Partner when interviews have been set up and arranging preparatory & follow up calls between Partner and candidate.
- Arranging referencing calls for Partners and then typing up documentation.
- Arranging lunch/dinner with consultant/client after the assignment has completed.

### **General shared duties with support team**

The support team will continue to be collectively responsible for the following;

- Assisting (with other PA's) with the organisation of internal and external events.
- Providing holiday/sick cover for other PAs when required.
- Sharing responsibility of answering switchboard/telephone extensions and meeting/greeting visitors to the offices.
- Ad hoc projects and office administration
- General typing of correspondence, for example, letters to clients.
- Typing up presentations in PowerPoint, for example, new business presentations.
- Proof reading documentation for others.
- Booking taxis and couriers.
- Helping to keep computer filing systems and templates in order.
- Assist with training for new employees on computer and telephone systems.