

**\*\*JOB\*\*** A global advisory firm based in Victoria are seeking a Team Assistant. Paying up to £25,000. If you are interested please send your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

**Job Title:** Team Assistant

**Location:** Victoria

**Salary:** £25,000

**Job Role:**

Reporting to the Office Manager, the Administrative Assistant will support the PA team, and therefore the wider team generally, with responsibilities including:

**Assignment Administration (support to PA team)**

- Typing proposals, job descriptions, CVs, research reports, weekly updates and saving in the client folder.
- Assisting with providing all relevant client background information for example biographies and maps.
- Assisting PA's in arranging candidate (and client if needed) travel to include typing up a detailed travel itinerary, flights, hotels, meeting rooms etc.
- Assisting with arranging Skype/video conferencing for global client/candidate interviews.
- Producing reports and general press information when required.

**General office duties (sole responsibility)**

- Logging and responding to all speculative CV's sent to company.
- Office housekeeping duties such as post, reception flowers, stationery and grocery shop.
- Production of daily meeting timetable.
- Filing and photocopying as required.
- Assisting Office Manager in database projects such as clean up initiatives.
- Assisting Office Manager in general upkeep of office and meeting rooms.
- Assist with social committee arrangements for social and corporate events, sending invitations, creating biographies, booking venue, compiling guest lists etc.
- Providing holiday/sick cover for other PAs when required.
- Arranging qualification checks for all candidates on a shortlist. This involves liaising with the university and obtaining signed declarations.
- PA gifts management