



**\*\*NEW JOB\*\*** A wealth management firm is seeking a Marketing Assistant. Based in the City and paying up to £25,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

**Job Title:** Marketing Assistant

**Location:** City

**Salary:** Up to £25,000

**Key responsibilities include:**

- Suggesting, and booking flights, hotel rooms, flight transfers, dinner reservations for the international team and their clients
- Meeting and conference call organisation (Internationally)
- Travel arrangements – booking hotels, flights, rail tickets, transfers, chauffeur cars and producing travel schedules for the team
- Compiling a weekly commission report for Teams
- Diary Management; including scheduling internal and external meetings
- Managing expense reports
- Ad hoc activities

**Key skills:**

- Excellent communication skills and telephone manner
- Highly organised with excellent multi-tasking skills
- Attention to detail
- Ability to adapt quickly
- Service focused approach
- Confident, enthusiastic and hardworking
- Financial industry background is preferred