

****NEW JOB**** A banking and financial services firm is seeking a Team Assistant. Paying up to £30,000 and based in the City. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job Title: Team Assistant

Location: City

Salary: Up to £30,000

Key responsibilities

- Providing administrative support for allocated Investment Teams
- Complex diary management for key members of the teams
- Meeting Coordination: organizing logistics for both internal and external meetings over various different mediums; face to face, video conference, audio conference and telepresence
- Travel Coordination: creating itineraries for sometimes complicated business trips, including the booking of flights, accommodation, transfers and submission of applications for visas
- Monthly management of travel & expenses process for the team
- Acting as the first point of contact for general and administrative queries
- Providing phone coverage for allocated teams with the ability to handle calls in a professional manner, taking and passing on accurate and detailed phone messages in a timely manner
- Assisting in maintaining accurate records on the research management system
- Ability to prepare PowerPoint presentations, excel and word documents for team members as required
- Printing and binding presentations for team members as required
- General administrative support: producing letters, booking couriers, taxis, rooms, managing stationary, organising team events etc.
- Ad hoc project work
- Providing cover for departmental team assistants as and when required

Person specification

- Technical knowledge and experience
- Proven experience of providing team assistant support to large and busy teams.
- Experience of working within the financial services sector of a similar size would be an advantage

Systems Skills

- Extensive Outlook experience
- Advanced Microsoft Word, Excel and PowerPoint
- Personal attributes
- Excellent interpersonal and communication skills; ability to be clear and concise when passing on information
- Strong organizational skills
- Ability to be proactive and think quickly
- Ability to use own initiative
- Confidentiality and ability to handle sensitive matters at all times
- Composure under pressure
- High attention to detail
- Ability to multi task and prioritise often heavy workload
- Flexible and adaptable attitude