

****NEW JOB**** A global financial services firm is seeking a PA to their Directors. Paying up to £15 p/h and based in London Bridge. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job Title: PA to Directors

Location: London Bridge

Salary: Up to £15 p/h

Responsibilities in this role will include the following:

- Deal proactively with incoming correspondence/enquiries - e.g. mail, fax, email, responding as appropriate.
- Advise managers of the most effective and appropriate method of presentation of information and referring to the document production team ensuring production of high quality complex documents.
- Take ownership of all enquiries, resolving or escalating (or identifying alternative contacts) as appropriate.
- Manage and maintain key communication networks.
- Anticipate and provide in an easily accessible way all relevant documents through understanding the nature of the work of the team.
- Project manage and organise large events and conferences or similar activities as appropriate to the role
- Manage demanding diaries, ensuring efficient scheduling of meetings, coordinating with all relevant parties to ensure the best possible use of time and resolving clashes/conflicts appropriately.
- Demonstrate strong organisational skills, regularly act on own initiative, highlighting issues and suggesting possible solutions.
- Anticipate and coordinate travel and meeting arrangements.
- Provide support and coaching for others.
- See and act on opportunities to enhance client service.
- Actively source and share knowledge with others.
- Use the firm's systems for raising bills and completing basic expense claims and for maintaining client information, etc.
- Exercise confidentiality, discretion and personal sensitivity in all aspects of the role.
- Comply with company policies and procedures in all aspects of the role.
- Build network of strong working relationships both internally and externally.

Requirements

The following skills are required for this role:

- GCSE Maths and English or equivalent.
- Experience of managing a high volume of work
- Proven time management experience.
- The ability to prioritise workload, managing expectations and challenging where necessary.
- Excellent written and verbal communication skills at all levels.
- The ability to work proactively and using own initiative.
- Experience of building networks and relationships with other PAs, both internal and external to the firm.