

**** NEW JOB**** An oil company is seeking a PA. Paying £25,000 and based in St James'. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: St James'

Salary: £25,000

The Personal Assistant's main responsibilities will include, but not be limited to:

- Working as a PA to the Senior Management team and CEO of the Company, dealing with both personal and business related matters as required.
- Coordinating and scheduling internal and external meetings and events in various time zones.
- Liaising with the Travel Coordinator to coordinate travel arrangements where necessary.
- Ensuring the smooth running of the London office, being the first point of contact for any queries.
- Working with the PA teams to coordinate all Company events across the various offices.
- Other ad hoc tasks where required.

Experience Required:

Experience working as a PA in a fast paced, ad hoc environment is essential.

Competencies and Technical Skills:

- This a fast paced and varied role which means the ideal candidate will be extremely organised yet very flexible, with strong time management skills.
- Ability to be proactive in general tasks and be able to pre-empt situations that might occur.
- Clear thinker & problem solver with the ability to plan ahead while being flexible to making last minute changes.
- Good team-working, with strong communication skills.
- Work efficiently under pressure and remain calm in a fast environment.

- The ability to build excellent working relationships across the business.
- Good MS Office and general administration skills.
- Experience in an international, multi-cultural environment is an advantage.