

**\*\* NEW JOB\*\*** An international bank is seeking a PA. Based near Liverpool Street and paying £20 p/h. If you are interested, please email [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: PA

Location: Liverpool Street

Salary: £20 p/h

**Key Responsibilities:**

- Proactive diary management – ensure that the individual is supplied with the appropriate documentation when attending meetings, video and audio conference calls
- Extensive and complex diary management, Manager’s email monitoring and travel arrangements
- Organising adhoc and regular meetings via video, audio conference calls or in person across a variety of time zones; coordinating diaries, booking meeting rooms, materials etc
- Sending e-mail notification of confirmed meetings with required information (i.e. dial-in number, meeting room location, reference documents etc)
- Providing availability as requested and entering confirmed details in the participant’s calendar, and informing them of the calendar entry
- Prioritise engagements as directed by management where necessary
- Creation of complex international travel requests, including visas and currency if required
- Arranging whole itinerary for trips, including meeting arrangements with minimum disruption
- Reviewing and processing invoices and expenses for approval
- General office duties: scanning, photocopying, printing
- Dealing with highly confidential material on a daily basis
- Filing and forwarding copies of documents as required

**Necessary skills/preferred skills:**

- Prior team assistant experience in Corporate Finance
- Prior experience in booking complex travel
- The ability to work calmly and effectively, and sometimes in a fast paced and pressurised environment.
- Excellent IT skills (Outlook, Word, Excel, and PowerPoint)
- The ability to interact with staff and their support functions from all levels
- Attention to detail
- Excellent verbal and written communication skills

- A proactive approach to responsibilities, action oriented
- A strong focus on getting the job done correctly
- Exceptional organisational skills and the ability to anticipate needs.
- The ability to handle confidential information and use discretion with sensitive issues
  
- Able to work with minimum direction
- Able to work as part of a team with 'can do' attitude
- Flexible and adaptable
- Able to multi-task effectively