

**** NEW JOB****- An Investment company is seeking an Executive Assistant. Paying up to £42,000 and based in Piccadilly Circus. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Executive Assistant

Location: Piccadilly Circus

Salary: Up to £42,000

Provide general support to members of the marketing team to include:

- Coordinating and managing team calendar
- Working with investment team/other EAs to arrange external meetings
- Assisting with preparation and production of client presentations and briefing packs
- Support numerous international marketing trips per annum
- Prepare itineraries, briefing packs, and presentations
- Liaise with travel agents and hotels
- Manage team members' e-mails and diaries while they are travelling
- Completing expense forms
- Updating client relationship management database with contact information
- Sending out mass mails for client reporting and client/prospect communications
- Providing holiday support for other administrative staff
- Type up/transcribe meeting notes (dictation).

The successful candidate will have significant EA experience elsewhere, be organised and willing to work with and coordinate a busy team where members are frequently out of the country. Shorthand and touch typing for dictation also required skills. A good knowledge of PowerPoint is necessary as is a willingness become a competent user of our CRM database. Industry experience would be beneficial but is not a requirement.

