

**** NEW JOB****- An investment firm based in Victoria is seeking a PA. Paying up to £35,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: PA

Location: Victoria

Salary: £35,000

ROLE SUMMARY: Key responsibilities and expected knowledge

As directed by both Investment Directors, the Investment Assistant will provide overall administrative support for the Investment teams across the client lifecycle extending but not limited to:

- Must be able to manage expectations and keep both Investment Directors fully aware of ongoing progress, priorities, risks and issues
- Liaise with clients to deal with queries, taking detailed and accurate telephone messages from clients and passing on details to Fund Managers to action in a timely manner
- Ensuring necessary paperwork for signature is collated, prepared, approved, signed and sent out to clients
- Undertake client filing and management to company standards to include:
 - ☐ Daily scanning of all correspondence and electronic filing, and keeping paper files up-to-date at least every other day
 - ☐ Setting up files for new clients and ongoing management in the central filing system in accordance with standards and naming protocols, and classification
- Editing, collating and binding documentation to standards
- Support the client valuation process by ensuring the timely production of paperwork and all that is involved for the quarterly valuation process: mail merge, packing envelopes, scanning and filing letters
- Must be able to carry out further additional tasks as reasonably requested, over and above the core requirements as listed above such as suitability assessments

PERSON SUMMARY: Key skills, knowledge, behaviours and qualifications expected to fulfil the role

Skills and Capabilities

The individual is expected to demonstrate the following, working with our clients and colleagues:

- Absolute focus on client service, including awareness of cultural differences in working practices
- Good standard of oral and written communication
- High standard of IT literacy (MS Office, especially Word, PowerPoint, Excel)
- Strong attention to detail