

**\*\* NEW JOB\*\*** An international shipping management firm is seeking a Private PA. Paying £30,000 and based near Bond Street. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Private PA

Location: Bond Street

Salary: £30,000

### **Key Responsibilities**

#### **Coordinating Meetings**

- Co-ordinate regular domestic and worldwide meetings throughout the year.
- Co-ordinate multi party conference calls across different time zones.
- Collate and distribute applicable documents / board packs prior to the meeting.
- Formulate and distribute minutes / memos.
- Arrange meals / refreshments / tea and coffee for meetings as required.
- Meet and greet visitors on arrival.

#### **Diary Management**

- Effective communication and coordination of the diaries of executive management members, contacts at affiliated companies, family members and other guests.
- Ensure the Outlook calendar reflects all known business and private appointments (meetings, lunches, and dinners), travel commitments and reminders.
- Support the effective communication and coordination with the Executive Head Chef in reference to the diary for the executive dining room and private functions.

#### **Travel Management for the Principals and their family members**

- Arrange all aspects of private and corporate worldwide and domestic travel including the preparation of ever changing comprehensive itineraries, flights, hotel bookings, currency, car parking and car hire etc.
- Assist with travel arrangements for external / internal visitors as and when required.
- Arrange visas as and when required.
- In consideration of time zones, should urgent matters arise, to be contactable after hours and on weekends when the Principals are travelling abroad.

#### **Private Residence**

- Supporting the coordination and planning of home maintenance and security issues; and attending on site if required.
- Manage the coordination and organisation of events to the required standards within the defined budget and timescales. Attendance may be required at these events outside normal working hours.

### **Administration**

- Implement and maintain an efficient filing system.
- Review, proofread and edit documents prepared / required for signature.
- Assist with the preparation and finalisation of presentations.
- Professionally respond to worldwide affiliated offices / external company and internal queries.
- Accurate and timely processing of invoices (private and corporate), and compilation and submission of expense forms.

### **Communication**

- Manage incoming communication (including e-mails, messages and telephone queries) and draft or transcribe appropriate replies where necessary.
- Dealing with correspondence and e-mails quickly, efficiently and to a high standard.
- Provide a professional response to all telephone calls and queries.
- Ensure that contacts in overseas offices and other relevant parties are updated on all travel, meeting and guest arrangements.

### **Ad Hoc Projects**

- On the private side, there will be interaction with the Principal's young children and family members.
- Assist with ad hoc projects as and when required. Examples include but are not limited to: collecting dry cleaning, purchasing corporate and private gifts, assisting with the executive dining room, general errands for the Principals and / their family members.
- Undertake other duties and tasks as required.

### **Relationship Management**

- Establish and build professional relationships for all contacts of executive management.
- As a member of the Executive Assistant team to proactively support and coordinate with the Executive Assistants and board members located in overseas offices.

### **IT Profile**

Advanced knowledge and proven ability in the use of Microsoft Office applications i.e. Word, Excel, PowerPoint.

### **Skill Profile**

#### **Knowledge and / or Skills:**

- 3 years minimum experience in a similar role with both corporate and private responsibilities is a requirement of this role.

- Previous experience in coordinating high volume complex diary management, meetings (domestic and international) and ever changing travel arrangements is a requirement for this role.

**General Attributes:**

- Flexibility in relation to working hours and last minute requests.
- Approachable with a positive outlook.
- Integrity, professionalism, trust and confidentiality are key requirements for this position.
- Demonstrate strong interpersonal and communication skills to facilitate and maintain strong relationships with staff, key contacts and international offices.
- Proven analytical skills together with the ability to support decisions with sound reasoning and judgement.
- Excellent attention to detail and ability to focus and hone in on relevant information.
- Ability to work on their own initiative.
- Effective planning and organisational skills.
- Strong learning ethic and ability to undertake investigative work on their own initiative.
- Proven ability to multi-task and anticipate next steps.

Agreed: