

**\*\* NEW JOB\*\*** An investment firm is seeking a Team Assistant. Paying up to £35,000 and based in Green Park. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Team Assistant

Location: Green Park

Salary: £35,000

The company is seeking an experienced Administrative Assistant to support its Legal team based in London, supporting a team of four. We are looking for a self-starting candidate who can deliver administrative services in a highly professional manner and effectively within a global team. The ideal candidate is able to provide a flexible, representative, reliable and efficient administrative foundation for the team.

- Manage calendars in Outlook and schedule internal and external meetings; book conference rooms, order food if required and professionally handle the meet and greet with invitees; ensure particular care and detail when organising international remote meetings with varying time zones;
- Manage business travel domestic and international for the team. Prepare detailed and accurate itineraries of travel; ensure proactive coordination and tracking of such schedules, which may be subject to change and adjustment;
- Manage team filing systems; ensure all investment transaction and corporate governance information are accurately maintained;
- Answer incoming calls and take detailed messages as required;
- Assist in the preparation of presentational and marketing materials for internal and external stakeholder meetings using Microsoft PowerPoint; printing, binding and distributing materials accordingly;
- Effectively liaise with and maintain good working relationships with all employees within the global team, ensuring an excellent service led approach and professional representation of the legal team;
- Manage departmental invoices and expenses in an efficient and timely manner;

- Order office supplies, make copies, fax or scan documents, send packages;
- Additional projects and responsibilities as assigned;

**Experience, skills and qualifications:**

- Must have at least 3 years of experience as an administrative assistant, preferably in Financial or Professional Services
- Excellent communication skills – verbal and written
- Experience working with an iPhone– candidate will be required to respond to business requests after hours and on weekends from time to time
- Must have comprehensive knowledge of MS Office; including Word, Excel, Outlook and PowerPoint
- Previous experience using travel, expenses and legal billing systems is ideal.
- Must be able to maintain the utmost level of discretion and confidentiality
- Demonstrated ability to respond to unexpected and urgent matters with professionalism and poise
- Excellent multi-tasking skills and detail orientation and the ability to work without direction
- The ability to prioritise and demonstrate flexibility