

**** NEW JOB**** A private equity firm based in Victoria is seeking a PA. Paying £25,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Victoria

Salary: £25,000

Key duties include:

Arranging and managing meetings

- Arrange and schedule internal and external meetings
- Collate and distribute documents prior to meetings
Diary Management
- Keep abreast of any diary changes
- Proactively manage potential conflicts to ensure seamless coordination
- Arrange and schedule both internal and external meetings
Travel Management
- Arrange all aspects of travel including car transfers, flights and hotel bookings
- Create comprehensive travel packs
- Assist with travel for non-staff members as and when required (e.g. Operating Partners)
- Arrange for visas as and other travel related documents when required
General Administration
- Maintain an efficient filing system
- Proactively manage projects for allocated team, thinking about the big picture and contingencies
- Prioritise tasks on their importance and urgency, completing the most urgent tasks in order to meet the expectations of allocated team members
- Able to project manage effectively (e.g. events)
- Responsible for ensuring tasks/actions are completed in a timely manner
- Ensure filing is completed appropriately according to the task, the instructions, and Firms requirements

Expenses and IT

- Expenses to be completed and submitted to Finance regularly and in a timely and efficient manner
- Ensure that all business cards are actively and accurately entered into the database

- A good knowledge of MS Word, Excel, PowerPoint and Outlook
- Attend to queries on accounts/expenses when appropriate or directs to relevant person(s) as and when required
- Consider cost effectiveness when making arrangements with third parties (e.g. Travel) Post and Emails
- Manage email accounts effectively and appropriately
- Deal with correspondence and emails quickly and efficiently where appropriate and to a high standard

Relationship Management

- Manage business contacts
- Maintain vendor relationships

Reception – occasionally be prepared to

- Host reception desk
- Answer all incoming calls to main office number
- Be the first point of contact for visitors

Team support

- Cover absence for other EAs
- Help look after extra deal team members when colleagues out of the office
- Good ability to manage changing workload as and when there is cover
- Work cohesively with other employees, providing support or cover where necessary

Skills and Experience / Person Specification

- Experienced EA, within a busy, service-driven environment.
- Proactive, problem solving & adaptable.
- Excellent verbal and written communication skills.
- Good listening skills.
- Team player, able to build effective working relationships.
- Dependable and discreet.
- Ability to deliver high quality work, on time, each time.
- Proficient with Microsoft office