

**** NEW JOB**** An investment firm is seeking a PA to support their client team. Based in Victoria and paying up to £38,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Assistant

Location: Victoria

Salary: £38,000

ROLE SUMMARY: Key responsibilities and expected knowledge

- Co-ordinate calendars and schedule meetings for the team
- Co-ordinate travel arrangements as business needs and personal preferences dictate
- Maintain structured filing systems for all aspects of company meetings
- File meeting notes electronically
- File company presentations electronically or in hard copy
- Maintain database of company meetings held
- Support teams prepare for company meetings by collating materials (e.g. recent notes, financial reports, broker research)
- Manage company results timetable and ensure teams are aware of key reporting dates
- Maintain up to date Outlook contacts
- Manage expense claims
- Provide ad hoc support as required
- Support the Hong Kong office (5 people) as and when they visit the UK.
- Prepare and provide quarterly packs for Directors
- Provide Management Information as and when required
- On occasion organise corporate access specialist funds
- Schedule practical itineraries for multiple company meetings in one or more locations
- Establish and set-up travel logistics for above itineraries (e.g. flights, hotels, taxis, trains, hire cars etc)
- Collate travel Management Information

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

- Significant experience in an executive secretarial position in either financial or professional services

- Should have simultaneously supported several small teams comprising a total of circa ten individuals
- Positive, proactive, and 'can do' attitude with capacity to work under moderate pressure
- Highly organised, diligent and accurate
- Be a reliable and visible member of the team
- Outstanding written and verbal communication skills
- A desire to support teams and enable them to operate more effectively and efficiently
- Ability to work independently and interface effectively with other support staff
- Strong PC skills including experience of Microsoft Outlook, Excel, PowerPoint