

**\*\* NEW JOB\*\*** A buzzy advisory firm is seeking a PA to support two partners. Paying £28,000 and based near Sloane Square. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: PA to Partners

Location: Sloane Square

Salary: £28,000

**Role:** Personal Assistant, assisting across all aspects of the business and Office Management, as well as providing direct support to three senior members of staff. The candidate must have strong communication skills and ability to work under their own initiative. Duties will include but are not limited to;

**General Office Administration**

- Collating, producing and inputting monthly expenses
- Collating and producing sales and client invoices
- Maintaining spreadsheets for sales invoices
- Office management, including office ordering and maintenance
- Monthly bank account reconciliation
- Booking in meetings, including lunch meetings and ordering lunches
- Setting up video and conference calls
- Dealing with IT issues, phones and suppliers
- Updating the website to reflect new deals and new staff members
- Sending out a mailout to reflect recently closed deals
- Maintain printers, paper, ink, binding machine and binding material

**PA**

- Diary management
- Arranging international and domestic travel.
- Paperwork, upkeep and maintenance of business cars
- Domestic and international dinner bookings
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**Client Facing**

- Meeting and greeting all clients
- Telephone answering
- Setting up and clearing away for meetings (refreshments, lunches, conferencing, laptops and screens)

**Skills, Knowledge and Experience**

- Confident using all Microsoft Office packages
- Strong administrative skills

- Effective communicator both verbal and written
- Ability to work independently, show initiative and prioritise work load
- Confident, friendly disposition