

**\*\* NEW JOB\*\*** A well-known property company is seeking a PA to support their Residential Development Division. Paying £28,000 and based near Baker Street. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: PA

Location: Baker Street

Salary: £28,000

### **Responsibilities**

#### **Client Support**

#### **Team Duties:**

- First point of contact for the team
- Diary management - Full control and maintenance of the teams diaries, making appointments and arrangements for all meetings with clients and colleagues
- Email management
- Document preparation
- Organisation of meetings
- Deal with clients visiting the office in a polite, helpful and confident manner
- Typing of all correspondence: emails, reports, letters, minutes, schedules, forms, tender documents etc.
- Preparing invoices and purchase orders
- Prepare reports, agendas and papers for meetings
- Preparing presentations using PowerPoint
- Pitching documents – assist in drafting and collating pitching material
- Ensuring all paper and electronic filing is carried out on a regular basis to maintain an up to date filing system
- Archiving
- Office meetings – weekly & monthly agendas
- Corporate travel arrangements & booking
- Administrating all expense claims
- Intercept incoming telephone calls. Make full and accurate notes of all conversations/ telephone messages and ensure that they are actioned or passed on without unnecessary delay
- Be aware of team attendance i.e. know where everyone is

- Maintain correct contact information on People Search for the department
- Organise business generation events/functions.

### **Professional Standards**

- Responsible for ensuring files adhere to audit regulations.
- To pay strict attention to detail in order to ensure that the professional image of the Partnership is maintained at all times
- Complete all mandatory Digital Learning (Health & Safety, AML)

### **Systems & IT competence**

- Word (Advanced)
- Mail Merge proficient
- Excel
- PowerPoint
- Outlook
- Audio – 60wpm+

### **Professional experience and personal skills profile**

#### **Qualifications/Education Required:**

- 3 years+ experience in a similar secretarial role
- IT Skills
- Typing Speed Required – min 60 wpm copy
- Word (Advanced)
- Mail Merge proficient
- Excel
- PowerPoint
- Outlook

#### **Particular Aptitudes/Skills Required**

- Diary management experience
- Good standard of English grammar and spelling, and takes pride in presentation of work.
- Flexible, adaptable and cooperative with the ability to remain calm under pressure.
- Have the necessary organisation skills to provide an efficient support service to the department.
- Dedicated, loyal, diligent and punctual with a tidy manner.
- Well presented with a clear speaking voice.