

**** NEW JOB**** An intelligence firm is seeking a PA. Based in Victoria and paying £32,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Victoria

Salary: £32,000

Administrative support for the Directors of the Business

- Preparation of Board minutes
- Minute taking
- Managing Director diaries
- General administrative support to the Directors

Administrative support for the company

- Creating, issuing and following up on invoices
- Organisation and payment of supplier/associate invoices
- Ensuring office stationary is stocked
- Liaising with building management
- Management of petty cash
- Handling internal expenses claims
- Organising company away days/strategy meetings
- Booking hotels/flights for staff travel
- Co-ordination of social events
- Managing leave/deadline calendar
- Taking minutes of client meetings

- Keeping the business development pipeline up to date
- Handling post
- Ensuring insurance is up to date/covered
- Handling client “onboarding” requests
- Managing a report database
- Creating an internal database of clients, sources
- Briefing packs prior to meetings
- Visitor hospitality