

**\*\* NEW JOB\*\*** A prestigious property company is seeking a PA to support one of their directors. Paying £25,000 and based in Richmond. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: PA

Location: Richmond

Salary: £25,000

**Duties will include:**

- Diary management, including internal and external meetings.
- Audio/copy typing/report writing
- Daily management of data including raising invoices and jobs and completing expense claims
- Organising client and staff entertainment for the Departments
- Updating and/or producing schedules, spreadsheets, presentations, reports, pitches and correspondence
- Dealing directly with clients, over the telephone, taking messages and occasionally face to face
- Opening and distributing post
- Set up and maintain filing and archiving systems.
- Binding reports and photocopying
- Proof reading
- Minute taking in meetings
- Maintain a high level of professionalism when dealing with clients and colleagues
- Exercise confidentiality and discretion at all times
- Providing full administrative support to the wider team when required.

**Skills/Knowledge/Experience:**

- Minimum of 65 wpm typing speed
- Intermediate Microsoft Office knowledge incl. Word / Excel and Powerpoint (a skills test may be required)
- Experience of working across teams/departments desirable but not essential
- Previous experience at PA level is essential

- Excellent communicator
- Excellent time management skills
- Excellent attention to detail skills
- Good financial skills
- Good team player