

**** NEW JOB**** A global banking firm is seeking a Team Assistant. Based in Bank and paying £40,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Assistant

Location: Bank

Salary: £40,000

Role Description:

To provide first class support to Senior Operations Managers.

Key responsibilities to include but not limited to:

- Full diary management for the Senior Managers
- Booking travel and accommodation and creating itineraries
- Managing the travel and expense process and records
- Meeting coordination internally ensuring relevant papers for each are prepared and distributed in good time
- Acting as the first point of contact for general and administrative queries
- Administrative support for the Senior Managers
- Invoice processing
- Distribution of post for the team(s)
- General administration (producing letters, booking couriers, booking rooms etc)
- Preparing PowerPoint presentations as required
- Printing and binding of presentations, where required
- Working closely with other team assistants within the business
- Arrange meetings with Externals
- Respond to and follow up on phone and email enquiries from clients, consultants and prospects
- Assist with specific project work as and when required

- Processing corporate credit card expenses
- Generating Committee Packs
- Monitoring team budget
- New starter/Leaver process
- Assist with arranging offsites and team building activities

Technical knowledge and experience:

- Strong experience of providing secretarial support to very busy Senior Managers
- Strong experience of organising complex travel itineraries