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Training and Recruiting for Business

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**\*\* NEW JOB\*\*** A wealth management firm is seeking a PA to their CEO. Based in Victoria and paying £27,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: PA to CEO

Location: Victoria

Salary: £27,000

**Job Description:**

- Booking & arranging travel, transport and accommodation, including visas etc
- Creating detailed travel itineraries
- Organising events
- Acting as a reminder for important tasks & deadlines
- Diary management
- Collating expenses
- Screening phone calls
- Meeting & greeting visitors
- Handling confidential matters with discretion
- Management of miscellaneous issues
- Management of personal petty cash
- Dealing with letters and emails
- Managing incoming finances including checking payments are collected
- Providing day-to-day support to principal and family
- Ad hoc personal errands