

**** NEW JOB**** An investment management firm is seeking a Trading Assistant. Based in Green Park and paying £35,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Trading Assistant

Location: Green Park

Salary: £35,000

The candidate's role will be supporting the European Cash and European Electronic Trading desks, consisting of 21 traders based in London and three based outside of London.

The role is very rewarding, but demanding, so the candidate needs to be able to work under pressure and be able to multi-task. You will provide full secretarial/administrative support and have the opportunity to utilise your excellent organisational, communication and secretarial ability within a dynamic, fast-paced, professional financial environment.

Duties will include but are not limited to:

General Administration:

- Global & Interanational travel & full itineraries
- Diary management for individuals along with the running of two team calendars
- Responsible for requesting holiday for all traders and ensuring there are no clashes
- Submitting expenses
- Upkeep of specific Trading Documents including the lists of the firm's Clients and Brokers
- Opening and re-assessing Broker accounts
- Source venues for off sites, trading events or drinks
- Working on our CRM system, editing, update and adding contacts
- Ad hoc onsite conference support if requested by the European Corporate Marketing team
- Perform general secretarial duties such as completing copying, faxing, filing, etc.
- Monthly stationery order
- Overflow EA work to the Head of International Trading

Skill Requirements

- Previous experience in organising changeable schedules
- Experience of assisting multiple people, all with different demands
- Previous experience with regards to updating and maintaining of a CRM tool is welcomed as information is required quickly and efficiently
- Good Excel knowledge is essential

- Thorough knowledge of general office practices / procedures
- Excellent interpersonal, communication and organisational skills - attention to detail is a must!
- Able to work under pressure – a calm, organised approach and able to prioritise
- The ability to interact with all levels of staff and the ability to handle confidential information.
- Good MS Office is essential
- Previous relevant experience of working for a team within a fast-paced environment in the financial services industry (desirable)

Personal Attributes

- A flexible, 'can do' attitude
- Ability to work under pressure in a busy environment
- Hard-working, diligent, efficient, dependable