

**\*\* NEW JOB\*\*** An international trading company is seeking a PA. Paying £35,000 and based near Green Park. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: PA

Location: Green Park

Salary: £35,000

This is a key role working for three Senior Managers in London; Global Head of Sales & Marketing, General Counsel and CFO. As Personal Assistant your role will be extremely varied, gaining exposure to all areas of the business.

You will need to be super organised, proactive, have great attention to detail and able show flexibility.

This role would suit someone with experience in a similar role, or a Team PA looking to take the next step. You will need excellent communication and organisation skills, the ability to multi-task and pre-empt situations that might occur.

We need someone who has a passion for working as a Personal Assistant.

- Dealing with both personal and business-related matters as required. Managing diaries, arranging meetings & booking rooms/venues across various time zones.
- Working with our inhouse Travel Coordinator to make the relevant travel arrangements, prepare travel itineraries and print required documents. Arranging paperwork and drafting/amending documentation.
- Undertake general and ad-hoc administrative duties including organising couriers, printing, photocopying, faxing, mailing, e-mailing, data in-put, filing, typing.
- Working as part of the London PA/Administration team by answering the telephone & front door, taking messages and handling enquiries in a professional manner.
- Support the rest of the team in ad-hoc administrative tasks as and when required.