

**** NEW JOB**** A trading company is seeking a PA. Paying £35,000 and based near Green Park. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Green Park

Salary: £35,000

Purpose of the role:

This position supports the two Trading Desks within this Global Investment Management and Research firm. Providing full secretarial and administrative support, the candidate would need to be conscientious, enthusiastic, professional with an outgoing personality.

Duties will include but are not limited to:

General Administration:

- Global & International 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 the CRM system, editing, update and adding contacts
- Ad hoc onsite conference support if requested by the 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