

**** NEW JOB**** A branding company is seeking a Team Assistant. Based in Pimlico and paying £25,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Team Assistant

Location: Pimlico

Salary: £25,000

PA duties:

- Managing CEO's and Managing Director's diary (both business and personal – working in conjunction with their private PA, including arranging meetings, booking the meeting rooms when necessary, ensuring all documents are prepared in advance for meetings, meeting invites and directions are sent to guests and anything scheduled is saved in the diary
- Monitoring CEO's inbox, alerting him to anything urgent that he needs to respond to, reminding him to respond in time to emails
- Arrange travel and hotels for CEO, as well as other staff when needed
Create detailed travel itineraries
- Work with CEO to coordinate staff on tasks and projects
- Enter CEO's timesheet hrs into the company project management software
- Daily reminder email / creating To Do list for CEO at the end of each day - the tasks can be follow ups, creating proposals and deadlines he needs to be aware of - to be collected from various sources (both inboxes, Slack, verbal, etc)
- Ad-hoc personal errands for CEO
- Extensive and efficient email correspondence
- Act as a first point of contact: dealing with correspondence and phone calls as needed
- Management of miscellaneous issues

- Any other duties that may be required, including but not limited to ad-hoc projects and duties for CEO e.g. booking restaurants/ organising car parking/ picking up items

HR duties:

- Assist CEO with his direct reports, advising when reviews are due, HR issues. Work in conjunction with our Senior Office Manager to ensure this runs smoothly.

Finance duties:

- Sorting CEO's expenses and credit card reconciliations

Admin

- Manage and organise the whole company monthly meetings.
- Minute taking at senior team meetings and board meetings and distributing minutes and actions quickly to the attendees
- Implement and maintain procedures/administrative systems
- Help manage client databases and other company filing systems alongside the office team
- Answer phone calls in timely fashion, taking clear and detailed messages
- Help organise team events
- Help arrange client Christmas gifts
- Arranging travel for clients as needed