

**** NEW JOB**** A financial services firm is seeking a PA. Based in Marylebone and paying up to £35,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Marylebone

Salary: Up to £35,000

A highly successful financial services business based on Marylebone High Street is looking for an excellent PA to support a team of directors. You will be quickly exposed to a variety of areas of the business which will expand and develop your role so an adaptable outlook is key. Along with the more normal PA duties you will have the opportunity to assist with projects, client liaison and event organisation alongside a supportive team

The Role

- Answering phones and being gatekeeper for the team
- Being first point of contact for visitors
- Being responsible for sending and preparing letters, presentation etc. via post to investors including large mailshots
- Booking and coordination of all events, client entertainment and lunches
- Solely in charge of maintaining and managing the CRM system including reporting and monitoring all information going in
- Database management for internal systems
- General office management – ordering of stationary, equipment, kitchen etc
- Point liaison to the assistants for clients regarding travel, information, literature updates
- Travel arrangement – flights and or any other transport, hotels, in depth itineraries
- Calendar management in Outlook and scheduling of meetings.
- Keeping in touch and maintaining a good relationship with all external providers (building managers, cleaners, IT etc)
- Minute taking when required
- Additional projects when needed

Candidate Profile

- Experienced Personal Assistant
- Experience of electronic diary management.
- Desire to work in a smaller team environment.
- Exceptional interpersonal and communication skills, to enable professional interaction with a wide range of contacts at various levels.
- Ability to organise and plan own work
- Excellent attention to detail, with the ability to maintain a high level of accuracy

- A flexible, pro-active approach to work including the ability to prioritise and re-prioritise
- Ability to work on own initiative
- Ability to deal with sensitive information with discretion and to maintain confidentiality
- Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint. Knowledge of the Adobe Suite (specifically InDesign and Illustrator) and Microsoft Dynamics a bonus.