

**** NEW JOB **** An investment firm is seeking a PA to support two Directors. Paying up to £40,000 and based near Piccadilly. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA to two Directors

Location: Piccadilly

Salary: Up to £40,000

Roles and responsibilities include, but are not limited to:

- Arranging company meetings (including road trips) and calls with companies directly and via brokers. Working with the Portfolio Managers to create a regular schedule of calls / meetings with companies and or analysts (e.g. Asia call in the morning and US call in the afternoon).
- Arranging analyst meetings, both at the Company's offices and elsewhere in the UK and overseas;
- Assisting the PMs with the collation of information on companies called "company briefing packs".
- Maintaining a database of investable companies' Investor Relations contact details.
- Keeping records of PM attendance at all meeting event types (calls, meetings, conferences, lunches etc.).
- Type up company meeting notes and composing correspondence.
- Assisting Chief Operating Officer with meeting recording and cost analysis.
- Support numerous international trips per annum
 - Prepare itineraries and briefing packs
 - Liaise with travel agents and hotels
 - Manage team members' e-mails and diaries while they are travelling
 - Completing expense forms

The role also included are general office and reception duties, including:

- Greeting and serving refreshments for meetings.
- Answering the Company's main telephone.

- Preparation for meetings (ensuring room is set up correctly and set up for next meeting).
- Preparing presentations for company meetings.
- Sorting the Company's post and arranging mail run and couriers.
- Providing holiday support for other administrative staff.

Other duties

- Any other ad hoc duties that may be required from time to time.

Requirements

The successful candidate will have:

- Prior Investor Relations or Banking (Broker / Sales) executive support role experience would be of interest though not an absolute requirement.
- The successful candidate will have significant EA experience elsewhere, be organised and willing to work with and coordinate a busy team where members are frequently out of the country.
- Competent and experience in successfully arranging meetings with listed companies.
- Touch typing.
- An interest in investments would certainly be helpful, though not a requirement.
- Motivated and hard working.