

**** NEW JOB**** An entrepreneurial asset management firm is seeking a PA. Paying up to £26,000 and based near Baker Street. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Baker Street

Salary: Up to £26,000

Key Responsibilities (but not limited to):

- Extensive diary management
- Arranging meetings/conference calls/couriers/booking meet rooms
- Typing letters/documents/meeting notes from dictation
- Preparing Board minutes/Board packs
- Managing travel – booking flights, transfers, accommodation and producing detailed itineraries
- Being involved with the property side of things – communicating with agents, lawyers etc
- Willingness to deal with a wide variety of family related matters including travel, insurance, gifts and other personal errands and activities, booking restaurants/appointments
- Planning occasional family events (birthdays etc)
- Insurance renewals (medical, home, cars), looking after cars (MOT/service dates etc) and family members at University
- Although working solely for the Partner, you will be part of the overall administrative team and must be happy to help when you are needed

Experience, skills & qualification

- PA experience preferred
- Flawless communications skills, both written and oral
- Use of Outlook (essential), PowerPoint & Excel desirable
- Excellent attention to detail; motivated by “getting it right”
- Trustworthy, discreet and loyal
- A genuine team player with no ego – someone who gets enjoyment from working with colleagues
- Can do attitude
- Hard working with a great work ethic

