

**\*\* NEW JOB\*\*** An adventure travel company is seeking a Talent Assistant. Paying up to £25,000 and based near Oval. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Talent Assistant

Location: Oval

Salary: Up to £25,000

**Key duties:**

- Assisting with Internal and external communications, serving as go-to point of contact for Talent Team
- Supporting the Talent Team: screening and prioritising inbound emails and phone calls on their behalf; drafting responses as necessary
- Compiling results and preparing top-sheet notes for executive review
- Project coordination: following up on strategic projects with various teams to ensure flawless execution
- Helping build great relationships both inside and outside of the company
- Work alongside the Head of Talent: managing and driving multiple projects and priorities at once, including organising large-scale events

**Key skills needed:**

- Intuitive nature with the aptitude to make the right decision in critical moments
- Excellent communicator- in writing, over the phone and in person
- Commercially-minded and goal-orientated, with the ability to think creatively
- Utmost confidence in handling sensitive and confidential issues
- Poise under fire and ability to multi-task effectively
- Proficient in MS Office
- Flawless execution with a can-do mindset
- Data driven, analytical thinker