

**** NEW JOB**** A prestigious property company is seeking a PA. Paying £30,000 and based near Oxford Circus. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: PA

Location: Oxford Circus

Salary: £30,000

Key activities

PA Duties:

- Providing full PA support to key Directors
- Secretarial support to the wider team
- Extensive diary and email management
- Organisation of meetings, lunches/dinners, seminars as required
- Organising client and staff entertainment
- Arranging international/UK travel inc flights, visa's, accommodation and itineraries as required
- Liaising with clients and colleagues in a professional manner
- Adding and maintaining accurate CRM data both in Dynamics and Outlook
- Producing accurate high quality and timely documentation to deadlines (i.e. reports, presentations, spreadsheets, schedules, letters etc.)
- Completion of expense claims and invoices on a monthly basis
- Liaising closely and building relationships with various offices/departments across different time zones
- To establish and maintain positive relationships with various offices/departments across different time zones
- To establish and maintain positive relationships across the wider business
- Answer the telephone in a professional manner and redirect or take a message efficiently and accurately
- To organise and attend team meetings and record minutes and assign actions if necessary

Person specification:

- Professional working attitude
- Highly motivated and driven
- Able to take responsibility for the production of high quality/accurate work
- Enthusiasm and commitment to provide exceptional support

- Excellent organisational and prioritising ability
- Enjoys working in a fast-paced environment
- Strong communication skills, both verbal and written
- Confident in liaising at all levels both internally and externally
- A positive, flexible, can do attitude with the ability to multi-task
- Maintain a high level of confidentiality with both clients and colleagues
- Team player but also have the ability to use own initiative
- Excellent administrative and time management skills
- Must have the ability to build strong work relationships and understand the important of client care and service

Qualifications & Technical Abilities:

- Previous experience of working at senior secretary/PA level essential
- Excellent (advanced) IT skills- Microsoft Office, Outlook.
- Accurate typing
- Secretarial qualification an advantage
- Property background an advantage