

**\*\* NEW JOB\*\*** A private equity company specialising in the international energy sector is seeking a PA. Based in St.James' and paying £30,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: PA

Location: St.James'

Salary: £30,000

**Key Responsibilities:**

- Provide full range of secretarial and office administrative support to the teams in both the UK and Hong Kong
- Interaction with all levels of staff including senior management, executive board members and with overseas offices
- Support the team in organising travel arrangement, calendar management, coordination of events and conferences, and the Annual General Meeting
- Acting as receptionist and/or meeting and greeting clients
- Logging & processing bills and expenses, prepare cheques for authorisation
- Document control and data filing
- Support registration and reporting of staff vacation
- Coordinate with vendors and service providers as needed to support the daily operations of the offices, to include:
  - Act as fire marshall/warden & carry out general HS&E duties for the office
  - Liaise with building management on issues such as: reception, air conditioning, heating lifts etc.

**Personal skills:**

- Self starter with strong attention to detail
- Good interpersonal and communication skills
- Punctuality & Adherence to deadlines/schedules
- Ability to work independently with minimal supervision
- Able to manage high volume workload, with a flexible approach to problem solving
- Ability to work under pressure

