

Administrative Assistant - Consulting.

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Company: Korn Ferry

Location: United Kingdom

Category: other-general

Job description

Korn Ferry are looking for an Administrative Assistant to join our team based in our London office.

As an Administrative Assistant, you will possess office support operations experience, have the ability to work independently and thrive on being well organised, flexible and resourceful. The role requires initiative and organisational skills to represent Korn Ferry in a professional manner with the goal to ensure a high degree of client satisfaction, both internal and external. Experience in a professional office environment is preferred.

Primary Responsibilities

Office Support

- Serve as central point of contact for administrative enquiries and for consultants to access specialised services including graphics, production, and operations. Use knowledge of corporate resources and strong internal relationships to work efficiently
- Coordinate travel schedules, both domestic and international for consultants
- Assist with other administrative / operational duties such as file maintenance, photocopying, scanning, mailings, trouble shooting and meeting planning
- Update the distribution list and coordinate regular mailings
- Flag related issues with manager
- Support other colleagues when possible and needed (i.e., providing coverage for other administrative assistants) providing timely answers to requests

Meeting Support

- Maintain calendars including internal meetings, conference calls involving multiple time zones, setting virtual meetings both internal and external, ensuring IT equipment is set up and coordinate supplies and catering as needed
- Support on site activities related to employee orientation

Business Support

- Collaborate with consultants and accounting to open projects and follow up on receivables as needed
- Prepare and submit regular and accurate expense reports and reconcile statements
- Code and submit invoices
- Use utmost discretion and professionalism when working with confidential information
- Update business development database as instructed
- Compile, prepare, edit, and format various reports, presentations and business documents, and analyse data and information from identified sources within prescribed guidelines and procedures

EDUCATION, EXPERIENCE & OTHER QUALIFICATIONS

- Candidates must be either educated to degree level or have equivalent qualifications / or demonstrable work experience in the EA/administration field
- Experience in a Professional Services environment
- Computer skills required in Outlook, PowerPoint, Word, Excel
- Office machines skills required for printers/photocopiers, binding machines, mailing equipment
- Strong work ethic, with a high attention to detail
- Ability to manage multiple activities in a rapidly changing environment
- Resourceful
- Proven ability to work independently and solve problems proactively
- Demonstrate time management and organisational skills; anticipates needs
- Make sound judgments; proactively addresses needs, analyses problems, and identifies solutions
- Demonstrate high level of initiative, personal confidence, enthusiasm, commitment, and passion
- Maintain good working relationships with internal and external partners
- Excellent organisational capabilities with a high degree of prioritisation
- Basic project management and coordination skills preferred

COMPETENCIES

Customer focus: Building strong customer relationships and delivering customer-centric solutions.

Drives results: Consistently achieving results, even under tough circumstances.

Collaborates: Building partnerships and working collaboratively with others to meet shared objectives

Being resilient: Rebounding from setbacks and adversity when facing difficult situations.

Manages Complexity: Making sense of complex, high quantity and sometimes contradictory information to effectively solve problems.

Plans and Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals.

Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Demonstrates Self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses.

Internal Mobility at Korn Ferry

If you currently work for Korn Ferry or one of our affiliates, you must be eligible to apply for a different position within Korn Ferry to use the Careers Site. If you accept such a position, your benefits programs and Human Resources policies may change. Please consult with your HR contact for the new position concerning application eligibility, including any immigration/visa needs, benefit programs, and HR policies applicable to that position.

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