

## Administrative Assistant

[Apply Now](#)

Company: Corporation Service Company

Location: United Kingdom

Category: other-general

## Administrative Assistant

**London, Global Capital Markets**

**Hybrid, 37.5h/week**

### The Position

As a team administrator, you will work closely with the transaction analysts, governance and transaction managers and senior management to provide administrative support for the UK Global Capital Markets business unit. This entry level role would suit an ambitious, energetic graduate keen to progress further in a dynamic, rapidly-growing business.

### Your Responsibilities:

Managing daily post.

Arranging couriers.

Meet and greet clients and manage meeting logistics (. catering).

Booking meeting rooms.

Assisting in the set-up and incorporation of Special Purpose Vehicles (SPV's).

Data entry in internal database and external client databases

Completing KYC processes and preparing documents including company structure charts.

Gaining familiarity with a diverse range of capital markets structures and products.

Liaising with colleagues across Europe, Asia and US.

Assisting in the application of various registration codes for SPVs.

Monitoring office supplies and ensuring items are topped up when running low.

### **What technical skills, experience and qualifications do you need?**

Obtained a university degree (ideally 2.1 or above) or prior experience in an administration role.

Strong organisational and time management skills

Conscientious and diligent, with high attention to detail.

Professional, friendly demeanour.

Enthusiastic, self-motivated and flexible.

Proficient in MS Word, Excel, PowerPoint.

[Apply Now](#)

### **Cross References and Citations:**

1. [Administrative Assistant Petroleumjobs Jobs United KingdomPetroleumjobs ↗](#)
2. [Administrative Assistant ArtjobsnearmeJobs United KingdomArtjobsnearme ↗](#)
3. [Administrative Assistant PetsjobsJobs United KingdomPetsjobs ↗](#)
4. [Administrative Assistant AnesthesiologistjobsJobs United KingdomAnesthesiologistjobs ↗](#)
5. [Administrative Assistant FlightattendantjobsJobs United KingdomFlightattendantjobs ↗](#)
6. [Administrative Assistant Denmarkjobs Jobs United KingdomDenmarkjobs ↗](#)
7. [Administrative Assistant CopenhagenjobsJobs United KingdomCopenhagenjobs ↗](#)
8. [Administrative Assistant Shenzhenjobs Jobs United KingdomShenzhenjobs ↗](#)
9. [Administrative Assistant AccountingjobsnearmeJobs United KingdomAccountingjobsnearme ↗](#)

10. [Administrative Assistant Search Australian jobs Jobs United Kingdom Search Australian jobs ↗](#)
11. [Administrative Assistant Tourism jobs Jobs United Kingdom Tourism jobs ↗](#)
12. [Administrative Assistant Html jobs Jobs United Kingdom Html jobs ↗](#)
13. [Administrative Assistant Therapist jobs Jobs United Kingdom Therapist jobs ↗](#)
14. [Administrative Assistant Entrepreneurship jobs Jobs United Kingdom Entrepreneurship jobs ↗](#)
15. [Administrative Assistant Bouncer jobs Jobs United Kingdom Bouncer jobs ↗](#)
16. [Administrative Assistant Denver jobs Jobs United Kingdom Denver jobs ↗](#)
17. [Administrative Assistant Norway jobs Jobs United Kingdom Norway jobs ↗](#)
18. [Administrative Assistant Tokyo jobs Jobs United Kingdom Tokyo jobs ↗](#)
19. [Administrative assistant Jobs United kingdom ↗](#)
20. [AMP Version of Administrative assistant ↗](#)
21. [Administrative assistant United kingdom Jobs ↗](#)
22. [Administrative assistant Jobs United kingdom ↗](#)
23. [Administrative assistant Job Search ↗](#)
24. [Administrative assistant Search ↗](#)
25. [Administrative assistant Find Jobs ↗](#)

Source: <https://uk.expertini.com/jobs/job/administrative-assistant-united-kingdom-corporation-service-68181d946d/>

Generated on: 2024-05-04 by [Expertini.Com](#)