

# United Kingdom Jobs Expertini®

## Executive Assistant

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Company: Hays

Location: London Area

Category: other-general

Executive Assistant (6-Month Contract) Leading London based investment bank  
Location: London, United Kingdom (Hybrid Working)  
Role Overview: As an Executive Assistant, you'll play a pivotal role in supporting senior members within our organization. Your responsibilities will be diverse, ranging from diary management to strategic support.  
Key Responsibilities:  
Diary Management: Efficiently manage schedules, appointments, and meetings.  
Strategy Support: Collaborate with leads in the Compliance and Governance teams on bank-wide initiatives and projects.  
Board Meetings: Prepare materials and assist with minutes.  
Ad Hoc Projects: Contribute to various projects as needed.  
Qualifications: Proven experience as an Executive Assistant in a fast-paced environment. Excellent organizational skills and ability to handle conflicting priorities. Strong communication skills to engage with stakeholders at all levels.  
Corporate Finance Experience (Minimum Three Years): Familiarity with financial terminology, deal processes, and investment banking operations. Healthcare sector team experience is advantageous.  
Application: If you're an organized, proactive, and adaptable professional with corporate finance experience or Healthcare sector team exposure, we'd love to hear from you! This role is advertised via Hays Talent Solutions!

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