

United Kingdom Jobs Expertini®

Team Assistant, City

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Company: Progressis

Location: United Kingdom

Category: other-general

An international membership organisation within Financial Services in the City is seeking a Team Assistant for a maternity contract role supporting a small team of 8-10 on an ad hoc basis.

Duties will include full administrative support to the International Team. You will support with diary management and travel arrangements for the team as well as external liaison with international stakeholders. You will assist with expenses as well as document management and website maintenance. Knowledge of InDesign is also highly desirable.

The ideal candidate will have 2-3 years Team secretarial experience and enjoying working in a friendly team orientated environment with good benefits including free fruit every day.

This role will start on 3 June for a period of 13 months finishing in July 2025.

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