

Team Assistant

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Company: Crone Corkill

Location: London Area

Category: other-general

Team Assistant - Investment £40k - £43k DOE Permanent – Hybrid 4 days office based / 1 day working from home. London – City Is this the role for you: Are you looking for a Team Assistant role working for a Global Investment firm based in the City of London? My client is seeking a professional, organised, and motivated Team Assistant to join them on a permanent basis. What you will do: You will assist a team of 15 with a range of duties, including diary management, organising global travel, coordinating meetings and conference calls, running reports and expenses, creation of PowerPoint presentations, slides, production of pitch documents, Mail merge of documents, inbox management, and updating client information on to the CRM. Additionally, you will assist and support with ad hoc administrative tasks as required. What you will need: The successful candidate will have Team Assistant experience (preferably within Financial Services), working to support an established and busy team. Excellent communication, organisation, prioritisation, administrative and people skills, as well as a keen eye for detail and strong computer skills including working knowledge of the MS Office Suite (particularly Outlook, Excel, PowerPoint, and Word). DealCloud experience would be beneficial. What you will get in return: In return, my client will offer a friendly and supportive working environment, and the opportunity to collaborate with a dynamic team of professionals where you will continue to grow in experience. If you are an initiative-taking and highly organised Team Assistant with a passion for delivering an exceptional level of support, I would like to hear from you. Apply now for consideration.

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