



Role specific information

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| Title | Team Administrator |
| Department | Corporate Office |
| Report to | EA to the CEO |
| Location | London |

The primary purpose of this role

To work as a member of the admin team, supporting predominantly the Business Development team as well as the Sales & Marketing and Investments teams. Performing a number of daily, weekly and monthly administrative and coordination tasks, as well as ad-hoc requests and ensuring these tasks are carried out in a timely, accurate and effective manner.

Key responsibilities

- Arrange complex travel itineraries including visas
- Compiling Expense reports
- Arrange, prepare agendas and attend Business Development team meetings bi-weekly. Take actions and follow up as required.
- Manage Business Development team calendar
- Assist Business Development with product launches or changes, including updating project plans, following up on action points and co-ordinating meetings.
- Assist Business Development with external event logistics
- Support sales teams to organise client meetings
- Support product team to organise external service provider meetings
- Update Salesforce and ensure it is kept up to date following client meetings
- Support sales teams with follow-ups
- Take minutes at weekly and monthly sales meetings
- Produce and amend documents / presentations as required.
- Liaise with other members of the admin team to ensure corporate communications are kept fully apprised of speaking engagements and events
- Arrange breakfasts/lunches for external meetings
- Ad-hoc tasks as required
- Support and cover for other members of the administrative team as and when necessary. This will include tasks such as diary management, meeting coordination, task management, e-mail management.

Skills, knowledge and experience

Experience required:

- At least 1-2 years' experience providing administrative support, preferably within a financial services environment
- Research and data/information collation and presentation
- Experience of minutes/notes of meetings preferred

Experience required:

- GCSEs & A Levels or equivalent

Skills required:

- Good interpersonal skills
- Very good knowledge of Microsoft Word, PowerPoint and Excel
- Excellent time management and organisational skills