

Executive Assistant (Manchester Office)

Tritax Symmetry is recruiting an experienced Executive Assistant in their Manchester office.

Key Responsibilities:

- Diary management
- Prepare, proofread, and format proposal documents, presentations and investment memorandums using Word, Excel, and PowerPoint
- Prepare and circulate meeting agendas
- Prepare and circulate minutes
- Maintain company carpark contracts
- Update and add information to our internal Microsoft SharePoint system
- Meet and greet clients
- Setting and servicing meetings
- Booking national and international travel and accommodation
- Maintain corporate expenses
- Maintain contact database
- Liaise with other EA's across all three offices
- Oversee incoming / outgoing post and courier deliveries
- General admin for sustainability, including but not limited to, logging staff mileage, arranging recycling facilities and logging meter readings
- Arrange internal and external events
- Maintain office supplies
- Liaise with office maintenance suppliers

Candidate Profile:

- Proficiency in collaboration and delegation of duties
- Strong organisational, project management and problem-solving skills
- Impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanour
- Confident telephone manner

Qualifications and Technical Abilities:

- Minimum 4+ years of experience as a PA/EA or other relevant experience, reporting directly to senior management
- Advanced Microsoft Office Skills, with an ability to become familiar with company-specific programs and software

To be considered for the position, please upload your CV and cover letter to:

<https://hr.breathehr.com/v/executive-assistant-17391>