

<b>JOB TITLE:</b>	Personal Assistant
<b>DEPT:</b>	Estates, Appraisals & Valuations
<b>LOCATION:</b>	King Street
<b>REPORTS TO:</b>	Business Director

**PRIMARY FUNCTION:**

To provide full secretarial support to the European Head of E, A &V and Corporate Collections & Museum Services and the Business Director.

**Key Responsibilities/Tasks:**

(Duties include but are not limited to the following)

- Monitor incoming email correspondence for the Head of Department and the Business Director
- Prioritise, delete, file and respond to emails as appropriate and instructed, maintaining complete confidentiality and being conscious of sensitive issues
- Primary contact for all telephone calls; channel new business / valuation queries
- Handle all incoming and outgoing written correspondence including drafting and typing responses
- Prepare documentation and presentations for the Business Director as required
- Co-ordinate and manage diaries, plan meetings and take minutes
- Co-ordinate boardroom bookings, conference calls, video conferences and net meetings
- Minute the weekly departmental meetings in King Street and the weekly European conference calls; distribute minutes
- Organise travel, accommodation and prepare travel and meeting schedules
- Complete expense and credit card forms
- Manage all filing for the Head of Department and the Business Director
- Maintain order and structure in their offices
- Deal with client complaints in the first instance
- Support the European Head in Business Development administration, maintaining private client lists and entering information on Siebel as required
- Ensure that the European Head follows up on his action points (activities) passed through Siebel
- Prepare Power Point presentations in co-operation with the Valuation Co-ordinator
- Enter enquiry and project information on ADAM, update and maintain data
- Ad hoc projects as directed

**Skills/Competencies Required:**

- Experience in a busy PA role
- Able to manage time effectively and work under pressure to tight deadlines
- Able to draft own letters and take dictation
- Proficient in Excel, Outlook, Word and Powerpoint
- Self-motivated, proactive approach and with own initiative

- Excellent organisational skills and ability to prioritise
- Strong communication skills, excellent written and spoken English
- Excellent client service skills
- Discretion/diplomacy
- Attention to detail
- Knowledge of or aptitude for Christie's systems such as Siebel, CAMS, ADAM, Property System
- Team working skills, reaching out to the department staff as well as other colleagues and Personal Assistants in the company
- Flexible approach to working hours
- European language skills an advantage