

Job Title: Corporate Team Assistant

Department: Corporate

Location: 50 Featherstone Street, EC1Y 8RT, Central London

Reports To: Executive Assistant to the CEO

Hours: Full-time

Overall Objective

- To support the Executive Assistant in providing secretarial support to the CEO, CFO and Group-level managers

Key Responsibilities

- Diary Management for the Group CEO and CFO
- Travel bookings for the department
- Managing expense reconciliations for the department
- Reception lunch-cover (1 hour each day)

Candidate Specifications

Personal skills & attributes

- Proficient in Microsoft Office 2013, including Outlook
- Experience in diary management
- Experience in booking international travel
- Experience in providing secretarial support to demanding senior executives
- Excellent written and spoken English
- A professional manner
- Diplomacy
- Good attention to detail
- Good intellectual ability
- Highly effective communication skills
- Able to thrive in a fast-paced environment
- Demonstrated ability to prioritise tasks/manage conflicting demands
- Demonstrated ability to work collaboratively with a wide range of individuals
- Excellent organisational skills
- Quick thinker and a problem-solver

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the Company's circumstances. This will include providing cover for colleagues as required. The Company therefore reserves the right to vary the job description in consultation with you.

All YouGov plc employees are expected to comply with the Company's policies, rules and procedures as outlined in the handbook, health and safety manual and all other publications.

Please send your CV and covering letter to vacancies@yougov.com