

Personal Assistant

Department: Corporate
Location: 50 Featherstone Street, EC1Y 8RT, Central London
Reports To: Executive Assistant to the CEO
Hours: Full-time

Overall Objective

Supporting the Executive Assistant, this role sits within the London-based corporate team overseeing an innovative global organisation and represents a great opportunity for someone early in their career to develop into a high-calibre Executive Assistant or Administrator. You will be expected to support the Executive Assistant in providing secretarial support to the CEO, CFO and Group-level managers. The successful candidate will have some secretarial experience under their belt already and be intelligent, a quick thinker and a problem solver.

Key Responsibilities

- Diary and Email Management for the Group CEO and CFO
- International travel bookings for the department
- Managing expense reconciliations for the department
- Running regular financial reports
- Reception lunch-cover (1 hour each day)

Personal attributes

Are you:

- Professional?
- Self-disciplined?
- Self-motivated?

Do you have:

- Excellent organisational and time management skills?
- A professional manner?
- A can-do, positive attitude?

Skills required

You should have:

- Two or more years experience as a PA / Secretary / Team Assistant to a demanding Senior Executive
- Diary management experience (using Outlook)
- Experience in booking international travel
- Excellent written and spoken English
- A professional manner
- Diplomacy
- Good attention to detail
- Highly effective communication skills, both written and oral
- Able to thrive in a fast-paced, innovative environment
- Strong initiative and quick thinking
- Proficient skills in Microsoft Office 2013
- Numerical ability

You should be:

- Able to self-organise and self-manage
- Able to prioritise tasks/manage conflicting demands
- Able to work collaboratively with a wide range of individuals
- Able to be one step ahead of the Executives at all times

Education and qualifications

- Educated up to degree level from a good university or equivalent
- Have strong GCSEs with a 'B' in Maths
- Fluent written and spoken English

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