

Corporate Team Assistant

Department: Corporate
Location: 50 Featherstone Street, EC1Y 8RT, Central London
Reports To: Corporate Executive Assistant
Hours: Full Time (37.5hrs)

Overall Objective

- The most important attributes for succeeding in the role will be: a sense of urgency, diplomacy, and good attention to detail/grammar/spelling

Key Responsibilities

- PA to Peter Kellner (President)
- Assistant to the Corporate Executive Assistant, including but not limited to:
 - Processing expenses for execs
 - Arranging travel for execs
 - Triaging post /couriers
 - Maintaining Outlook contacts databases
 - Arranging tea/coffee/lunches for visitors and meetings
 - Printing/binding presentations
 - Raising purchase orders
 - Ad-hoc secretarial and project support
 - Reception lunch-cover for 1 hour each day
- Ad-hoc secretarial and project support to Corporate execs (including the Group CFO and CEO) and team members when required
- Holiday cover for Receptionist, UK PA & Office Manager, and Corporate Executive Assistant

Skills required

- Adept with Microsoft Office
- Excellent written and spoken English
- Graduate
- Diplomacy
- Demonstrated ability to prioritise tasks/manage conflicting demands
- Demonstrated ability to work collaboratively with a wide range of individuals
- Experience working with demanding executives
- Office experience

Personal attributes

- A professional manner
- Good attention to detail
- Good intellectual ability
- Highly effective communication skills
- Quick thinker and a problem-solver
- An interest in media / technology / politics an advantage
- Excellent organisational skills
- Able to thrive in a fast-paced environment

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.