

Job Title – Team Executive Assistance (12 months contract)**Job ID – 204****Division – DUAL****Location – London****Role Definition**

To provide pro-active and efficient administrative and organisational assistance to the Managing Director, Director of Operations and Director of Underwriting as well as being an integral member in providing administrative support to the wider team.

Key Responsibilities / Accountabilities

- Effectively, proactively and accurately manage the diary of the Managing Director and Senior Management
- Proactively manage stakeholders with their deadlines and deliverables
- Efficient and effective organisation of administrative arrangements
- Professional handling of sensitive and confidential information
- Prompt and accurate handling of meeting/travel arrangements
- Timely referral of issues to relevant individual
- Frequent and effective contact with internal/external stakeholders
- Contact information accurate and kept up-to-date
- Prompt response to queries
- Politeness and courtesy

- Efficient and effective organisation of administrative arrangements
- Objectives are met
- Accuracy and quality of information provided

Skills and abilities needed to perform role

- Partner to the Managing Director and wider team / Senior Management
- Strong interpersonal skills (building relationships and networking)
- Excellent written and verbal communication skills
- High attention to detail and accuracy
- Effective time management skills and ability to prioritise workload according to deadlines with minimal supervision
- Efficient and highly organised, demonstrating an ability to work efficiently on multiple projects
- Pro-active and forward thinking, with a 'can do' attitude
- Flexible and adaptable to changing situations, and able to use initiative
- Maintains confidentiality and discretion at all times

Knowledge and Experience

- Previous EA/Team Secretarial experience in a fast paced environment working with senior and multiple stakeholders
- Touch typing accurate 60 wpm
- Awareness and understanding of working in a financial services/insurance environment (preferential) with the ability to take meeting minutes
- Excellent computer skills including Outlook, Word, Excel, creating spreadsheets, document presentation, PowerPoint and creating presentations
- Understanding of the business including reinsurance and excess of loss reinsurance is preferred although the willingness to learn this throughout the role is essential

Professional Qualifications

- A. Levels (preferable)
- G.C.S.E Maths and English (required)

The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.

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