

**Job Title – Team Assistant****Job ID – 212****Division – Hyperion X****Location – London**

Hyperion was established in London in 1994 and today is a leading, international insurance group with over 4,500 employees in 38 countries. Employee ownership is at the heart of our business and is key to attracting and developing the best talent in the market.

We have four business divisions:

- Howden: the world's largest international independent retail broker. Together with Howden One, its global specialist insurance broking network, it comprises over 10,000 professionals, operating in more than 80 territories
- RKH: the largest producer of insurance premium to Lloyd's, the world's leading specialist insurance market, and a leading producer to many of the world's largest specialist insurers
- DUAL: the specialist underwriting arm of the Hyperion Insurance Group, is the world's largest international underwriting agency and Lloyd's largest international cover holder.
- Hyperion X: our newest division of the group, it will develop key areas of data, analytics and digital platform delivery.

By working closely with our clients to deeply understand their needs, we are able to develop solutions that are truly best-in-class. We choose to be specialists rather than generalists, so that we have the expertise required to solve even the most complex challenges. Our entrepreneurial approach promotes innovation, integrity and a constant focus on delivering the best solutions for our clients.

**Role Definition**

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Hyperion X is the fourth arm of Hyperion Insurance Group (the Group), an international insurance intermediary group. The other elements of the Group are Dual (underwriting), Howden (retail broking) and RKH (wholesale broking). The primary focus of Hyperion X Limited (Hyperion X) is to manage the collection and analysis of insurance data to provide greater insight to the clients of the Group and to develop new and innovative insurance products. Hyperion X comprises of Hyperion Data Services Limited, Rethink Underwriting Limited and Dot Labs Limited. The job holder will be responsible for providing administration and PA support in relation to nominated managers within the Hyperion X management team, in accordance with relevant Company and/or Group policies delivering an effective, timely and technically accurate service.

**Key Responsibilities / Accountabilities**

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***Clients***

- Develop strong relationships with all managers within Hyperion X
- Behave with all clients (both internal and external) fairly and ethically

***Suppliers***

- Maintain an appropriate group of preferred suppliers (e.g. travel service providers)
- Develop strong relationships with suppliers
- Negotiate with suppliers to provide best balance of quality, service and price

### **Administration**

- Providing administration assistance to a busy team
- For nominated individuals, organise diary, files and electronic records
- Organise meetings, booking rooms, catering and the preparation of relevant material in advance of meetings
- Organise local and international travel arrangements, including visa requirements, insurance arrangements and the preparation of travel itineraries
- Produces a wide variety of documentation using appropriate software packages, including reports, presentations, letters and spreadsheets. Review final documentation for completeness, accuracy, quality, corporate style and format
- Process invoices and checks and reconciles expenses for Hyperion managers using Group expenses systems
- Ensure up to date records are maintained at all times on the Company's/Group's systems
- Screens calls and e-mails, prioritizing items for response and answering routine enquiries. Re-directs items as appropriate
- Works with the Executive PA ensuring support is available during lunch breaks, holidays or periods of absence. May deputise for the Executive PA in their absence

### **Skills and abilities needed to perform role**

- Attention to detail with ability to produce accurate documentation, professional documents which are visually appealing and correct with regards to grammar, layout and spelling
- Ability to work effectively within a team
- Prioritisation and organisational skills – able to demonstrate flexibility with regards to working hours when required and is able to produce a high quality of work within short deadlines
- Proactive – is able to anticipate issues and rectify these on behalf of their manager/team
- Internal Networking skills – understands the organisation and where to find answers/relevant resources
- Project Management Skills – able to deal with requests for “one off” pieces of work
- Self-motivated
- Competent IT skills, including but not limited to Microsoft Word, Excel and PowerPoint
- Numerate – able to create spreadsheets and manage expenses processes
- Ability to communicate effectively, both verbally and in writing, with internal and external stakeholders. Portrays a professional and polished image of Hyperion X to all external contacts
- Able to deal with confidential matters appropriately

### **Knowledge and Experience**

- Previous experience of working in a secretarial capacity – ideally supporting a team
- Experience of diary management and compiling international travel itineraries and plans
- Has worked in a service related industry

### **Professional Qualifications**

- GCSE's (or equivalent) including English essential
- Technically relevant qualifications e.g. Secretarial diploma, RSA Word processing

*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.*

*Any unsolicited CV's/candidate profiles submitted through our website or to employees of Hyperion Services Limited outside of the HR function are considered property of Hyperion Services Limited and are not subject to payment of agency fees. In order to be an approved Recruitment Agency/Search Firm for Hyperion Services Limited, a formal Hyperion Services Limited agreement must be signed by an authorised member of Hyperion Services Limited HR function. CV's must be submitted according to our candidate submission process, which includes being actively engaged on the particular search, if the candidate submission process is not followed, no agency fees will be paid by Hyperion Services Limited.*