

**Job Title – Personal Assistant/Marketing Assistant****Job ID – 220****Division – DUAL Asset Underwriting****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**

To act as a dedicated PA resource to the Managing Director and the Head of Operations (Executive team) for DUAL Asset underwriting, demonstrating an understanding and awareness of the commercial operation to provide a professional and commercially-focused administration and organisational assistance. This role operates in a fast-paced and changing environment, with activities relating to UK and International requirements. 50% of this role would be to support the marketing activities of DUAL Asset and be the key link between the team and the external marketing agency.

**Key Responsibilities / Accountabilities**

- Proactive and accurate diary management and forward planning to arrange domestic and international meetings/trips, ensuring time is effectively managed and understanding daily and weekly priorities
- Manage all travel arrangements, including international travel, hotel bookings and produce in advance a comprehensive travel itinerary for each trip
- Co-ordinate and assist with organising company events and corporate hospitality ensuring all events are delivered effectively
- Effectively prioritise workload and adapt service delivery
- Act as a point of contact for the Executive team team, providing a professional and customer-focused service, liaising with and responding to clients, external providers and agencies. Develop and maintain relationships with the third parties
- Liaise with DUAL Reception to ensure meeting rooms and refreshments are booked for meetings and are notified of visitors

- Open all post and highlight appropriate items to the Executive team. Respond and follow up on appropriate items in a timely manner
- Exercise a high degree of discretion and confidentiality at all times, especially when dealing with privileged information and sensitive issues, to safeguard the company's interests
- Work with the Executive team to identify their marketing requirements in the short and medium term and plan workload accordingly
- Write and proofread copy e.g. for brochures, website, e-shots and advertising, quickly and accurately
- Maintain the DUAL Asset website, checking regularly for broken links and inaccurate or out of date content
- Work with web hosts and developers to keep site maintained ensuring value for money
- Draft and prepare e-shots, including event invitations and news releases. Work with business to develop and maintain distribution lists
- Organise events from business breakfasts to large scale corporate hospitality including finding venues, dealing with suppliers and managing invitations
- Work as the key link between the Executive and an external marketing agency
- Lead the digital marketing, CRM and social media strategy for DUAL Asset

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**Skills and abilities needed to perform role**

- Excellent written and verbal communication skills, including telephone skills
- Strong interpersonal skills and ability to build relationships quickly across the business
- Attention to detail and accuracy
- Highly efficient and organised with the ability to adapt to fast-paced change
- Pragmatic and confident with a 'can do' attitude
- Works to tight deadlines and prioritisation skills. Strong diary and time management skills
- Maintains confidentiality and discretion at all times
- High degree of professionalism
- People management experience – giving constructive and developmental feedback
- Previous experience of web development software (content management systems) and/or e-shot systems an advantage, but not essential
- Knowledge and experience of social media initiatives would be an advantage as would experience of a direct marketing (B2B) environment

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**Knowledge and Experience**

- Previous experience in a fast paced, dynamic PA or Marketing Assistant role is essential, and in Insurance/Financial Services (preferable)
- Experienced user of Microsoft Office (Outlook, Word, Excel, and Power Point)

- Experience of organising formal and social events in an internal and external environment, for small and large attendees (and internationally preferable)
- Knowledge of HubSpot (preferable)
- Customer focus – understanding our internal customers’ requirements, planning and executing short- and long-term tactical marketing initiatives and monitoring and evaluating the results

### Professional Qualifications

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- A. Levels (or equivalent; preferable)
- Marketing qualification (preferable)
- Minimum 5 GCSEs (or equivalent) including Grade C or above in English and Maths

*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.*