

**JOB DESCRIPTION:**

Administrative Assistant reporting to Manager. Based in London.

**Responsibilities and Duties:**

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organising meetings and appointments.
- Organising roadshows, events and conferences.
- Reminding the manager/executive of important tasks and deadlines.
- Typing, compiling, and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, suppliers, and clients
- Liaise with HR and respective affairs
- Collating and filing expenses for UK and Singapore Offices
- Conducting research on behalf of the manager.
- Booking and arranging travel, transport and accommodation.

**Desirable Requirements**

- Bachelor's Degree preferable
- Portuguese (working proficiency) and English (Fluent)
- Excellent written and verbal communication skills
- Strong teamwork and interpersonal skills
- Excellent organizational skills
- Competent user of Microsoft Office
- Experience working in a client-facing role is helpful
- 3-5 years' experience in Client Services is preferable
- Strong interest in Capital Markets and Financial Services, willingness to learn about Financial Market Infrastructure and Technology Services