

Job title: PA to Group Engineering Director and Group Commercial Director
Service line: Yondr Group
Based: London
Reporting to: Executive Assistant, Emily Hatt

Job purpose

Yondr is revolutionising the real estate and technology industries. We provide wholly outsourced, end-to-end solutions to meet the capacity and property needs of growing businesses. In the process, we improve business performance, create enriching user experiences, and meet tomorrow's needs today.

But we can't do it without you.

We believe in a tomorrow without constraints and making the impossible possible for our clients. We are looking for an exceptional, hands-on Personal Assistant, who is a strong all-rounder.

The role

This post requires an experienced, highly skilled PA to work unsupervised, delivering professional and timely PA support. Polished interpersonal skills and the ability to be a quality representative for the business are essential. Flexibility, enthusiasm and a desire for excellence will drive the successful candidate. The successful candidate will:

- / Provide PA support to the Group Engineering Director and the Group Commercial Director and adhoc support to their senior team
- / Proactively build relationships and be a key contact for the directors, senior team and other PA's
- / Develop relationships with our external clients and their PA's and key contacts
- / Behave professionally and discreetly with confidential and sensitive information
- / Organise national and international travel and coordinate itineraries when necessary
- / Collating, checking, logging and resolving business and personal expenses
- / Organise external and internal meetings, arranging facilities as necessary and circulating appropriate agendas and papers beforehand in a timely manner
- / Production and timely submission of board reports and other adhoc business reports
- / Arrange client and project events as required
- / Creation of presentations for internal and external use
- / Organise new starter packs including IT equipment

Essential skills and qualifications

- / Minimum of three years relevant PA experience working at director level in a corporate environment
- / A-levels and degree not essential but preferable
- / Solid knowledge of Microsoft Office and Google applications
- / Ability to communicate positively and effectively with people at all levels; polite, professional, assertive, friendly and approachable
- / Good time management skills to work to tight timeframes
- / Efficient use of visual equipment, including video conferencing, telephone conferencing