

Role Profile

Job title: Team Secretary

Division: Global Financial Advisory

The role: To provide comprehensive secretarial and administrative support to the Team. Although the secretary will work for specified individuals, there will be a requirement to work for/with other members of the Division, including other secretaries, to help balance the workload.

Responsibilities:

- Diary Management:
 - Organising various appointments, meetings and co-ordinated activities
 - Ensuring availability of venue, equipment and any hospitality in respect of meetings, conference calls etc.
 - Accepting meeting invitations on behalf of Team members, if requested
 - Organising changes as required
 - Organising client dinners/entertainment and in-house lunches
- Travel:
 - Organising all necessary hotel and travel arrangements (international and domestic) as required, including preparation of itineraries, foreign currencies, hotels etc.
 - Having regard for other meetings, time zones, transfer times etc.
- PC Skills:
 - Accurately typing/amending a range of documents that comply with Corporate guidelines to a consistently high standard
 - Preparing and amending presentations
 - Using Excel and its interface with PowerPoint
 - Undertaking research as instructed and required
- Communication:
 - Answering the telephone in a professional manner, taking accurate telephone messages and dealing with them in an appropriate and timely manner
 - Managing voice-mail messages, providing a summary of calls and, if appropriate, liaising with colleagues in banker's absence
 - Managing e-mail communication – flagging urgent requests and following up as necessary, when bankers are out of the office
 - Ensuring that both internal and external mail is dealt with promptly, with prioritisation of incoming papers and requests as appropriate and prompt distribution

- Ensuring that all calls and oral communications are appropriately recorded and dealt with without delay
 - Liaising with clients, external companies, other teams and Rothschild offices
- Teamwork
- Working closely with the other secretaries in the Team, and within the Division, to provide cover and assistance where necessary, including lunchtime cover
 - Informing others of your whereabouts and for how long you will be away from your desk
 - Maintaining team equipment with appropriate supplies, printers/faxes and ordering stationery
- Admin:
- Reconciling expenses and claims promptly and accurately
 - Collating information for client invoices as requested
 - Maintaining an efficient filing system, ensuring easy retrieval of information and archiving of files as and when needed
 - Managing all absence processes for the team (holiday, sickness, paternity, parental leave) including secretarial colleagues
 - Ensuring all printing requirements are met (e.g. Document Production Centre)
- Other:
- Providing assistance with personal admin. (e.g. appointments, flights)
 - Any other duties that are within the employee's skills and abilities whenever reasonably instructed

Skills Required:

- Advanced knowledge of Outlook
- Advanced knowledge of Microsoft Word and PowerPoint. Good knowledge of Excel
- Excellent interpersonal skills – to communicate clearly and effectively at all levels
- Ability to maintain high level of confidentiality in respect of information/documents/projects being produced/undertaken
- Good organisational and time management skills with the ability to prioritise workload and multi-task
- Proactive attitude with the ability to demonstrate initiative, attention to detail and reliability
- Self-motivated, highly productive, reliable with a flexible attitude. Ability to act with good judgement and common sense
- Ability to work under pressure, meet tight deadlines