

JOB HOLDER:

Job Description

Job Title:	Team Assistant
Department/Office:	Fund Management Exeter
Reporting to:	Head of Fund Management/Head of Fund Operation
Responsible for:	n/a
Brief description of role	To provide a pro-active, efficient and effective support service and administrative assistance to the Fund Management team in the Exeter office
Controlled function	NO

Main Tasks

Provide 'personal assistant' type support to the team, including:

- Answering phone calls, taking detailed phone messages if necessary and dealing with general enquiries
- Preparing, printing and binding of literature, including monthly factsheets, quarterly reports and presentations
- Booking of meetings, restaurants, events, travel etc (both in the UK and internationally), producing travel itineraries for the team where applicable
- Maintaining electronic records including scanning and saving documents
- Maintaining paper records including filing
- Other photocopying and scanning as required
- Monitoring and ordering stationery and supplies
- Preparing for meetings including: greeting visitors, meeting room bookings, setting up the room with IT equipment, preparing refreshments, ordering food and clearing up
- Writing letters as directed to clients and third parties
- Managing Outlook diaries and email inboxes
- Assisting with organisation of events in coordination with the Marketing team (some attendance will be required)
- Taking minutes at various meetings, and distribute in a timely manner
- Assisting in the production of Powerpoint presentations
- Other tasks as required

Have a key role in the administration of the Funds and other investment portfolios in conjunction with the Head of Fund Operations, including:

- Checking and updating valuations, prices, dealing and cash transaction records using the HIMBook and external records
- Updating and creating various internal spreadsheets monitoring asset allocation breakdowns, yields etc
- Liaising with clients and third parties including completing information requests (asset allocation breakdowns, performance, due diligence questionnaires etc)
- Updating investment portfolios on investment platforms
- Other tasks as required

Work closely with other teams within Hawksmoor including:

- Ensuring all literature is compliant
- Dealing with any compliance queries
- Liaising with marketing on literature and ensuring the HFM pages of the website are kept up to date
- Ensure that any IT/Operations issues are raised and resolved as required

Qualifications	Educated at least to GCSE standard including English and Maths (at least grade B), but preferably to A-level standard (or equivalent).
Skills and competencies	Minimum of 2 years' experience in administrative or 'personal assistant' type role Good communication & inter-personal skills Polite and friendly manner Meticulous attention to detail Accurate typing skills Proactive approach and able to work on own initiative Competent in using Microsoft Office
Working hours	Working hours to be flexible but office hours are 08:30 - 17:00. Consideration given to working part time within these hours over a 4/5 day period.

Additional activities

The job-holder will be required to perform any additional activities that are relevant to the role, as agreed with management.

Jobholder's signature:	Date:
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Manager's signature:	Date:
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