

Personal Assistant

About the Role

An exciting role has arisen at The Analyst reporting directly to the HR Manager. The role is responsible for supporting the Founder and CEO of the business. The successful person will be the first point of contact for visitors to the office and will be responsible for carrying out Office Management duties. The role is crucial to the smooth running of the business with excellent opportunities to develop.

Key Responsibilities

- Personal assistant to the Founder and CEO including diary management and travel arrangements
- Office management and upkeep
- Answering of incoming telephone calls and dealing with post
- Event management, for example team offsites
- Supporting with recruitment activity
- Ad-hoc support to the wider team

Relevant Skills, Knowledge, and Experience

Criteria we are looking for:

- At least 3 years' experience working as a PA to senior positions
- Experience of successfully prioritising tasks
- Excellent communication and organisation skills
- Ability to show initiative and a solution-oriented approach
- First class attention to detail
- Ability to work under pressure and deal with strong characters

About The Analyst

The Analyst Research LLP is a leading independent equity research provider, delivering differentiated stock recommendations to an exclusive group of clients comprising of a number of the world's leading mutual funds and hedge funds. We undertake fundamental company research using rigorous and diligent processes with a long-term investment horizon, setting aside short-term noise and market chatter. Our research is unrestricted by geography or sectors and we travel the world to uncover the best stock picks for our clients.

Our business is expanding geographically and growing rapidly as we take advantage of industry change. The successful candidate will have the opportunity to join an exceptionally talented and proud team with a track record of delivering superior results to our clients. This is a great opportunity to be part of a company that is disrupting the equity research industry through its innovative approach.

How to Apply

All applications should come through the Personal Assistant job advert posted on LinkedIn, for more information please visit [our LinkedIn page](#).

The Analyst is an Equal Opportunity employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, age, national origin, disability, gender identity or any other protected characteristic.