

## **Executive Assistant Maternity Cover Position (9-12 months)**

**Office based, 3 days per week, 9am-5.30pm.**

Farebrother are looking for an Executive Assistant for maternity cover to support our company's Equity Partners and wider team. We are looking for someone who is well-organized, has great time management skills and can work both collaboratively and independently.

You will work closely alongside the Managing Partner and five Equity Partners, managing general office administration and sharing a variety of responsibilities including finance, HR and compliance.

Based in our Central London office 3 days a week, this role is perfect for a motivated professional looking for a part-time temporary position.

This is a 9-12 month maternity contract starting in late July/early August 2024 for a full handover. The ideal candidate will have had at least 3 years' experience in a PA/EA role, preferably within the real estate or property industry.

Farebrother are an independent real estate partnership made up of 6 Equity Partners and 10 employees and consultants. The role offers a fun and relaxed working environment, with scope for a candidate to really make their own mark.

### **Your key responsibilities will cover Administration, Finance and HR and will include:**

- Extensive diary management and coordination, including liaising with internal and external contacts to arrange meetings, conference calls, etc. Plan and change busy schedules including managing conflicts.
- Booking travel and accommodation for Equity Partners.
- Organising internal and external events and client entertainment.
- Preparing internal and external communications, including letters, emails, presentations, mailouts and reports.
- General office management duties
- Processing new client/project registrations, with ongoing management of the firms Anti-Money Laundering, Conflicts of Interest and Anti-Bribery processes.
- Raising and approving client invoices and credit notes, managing expenses and supplier invoices, working closely with the Finance Partner and outsourced accounting partner.
- Attending management board and wider team meetings, taking and distributing minutes where required
- Managing the on-boarding of any new team members, including drafting contracts, and liaising with payroll and external IT consultants on employee set up.
- Adding and updating employee details to our HR system and ensuring annual leave is in team diaries.
- Managing the company appraisal process and arranging employee training and seminars where required.

### **To be successful in this role you will have:**

- At least 3 years' experience in a similar role, ideally within the real estate or property industry.
- Proficiency in MS Office suite (Word, Excel, PowerPoint, Outlook, Teams, OneDrive and SharePoint).
- Experience working with Xero (or similar) financial management software.
- Outstanding organizational and time management skills.

- Excellent verbal and written communications skills.
- Discretion and professionalism when handling confidential information.

*Office based, 3 days per week, (Tuesday – Thursday).*

*Salary and Benefits are available on application*

***If you are interested in applying, please send your CV to [ksuker@farebrother.com](mailto:ksuker@farebrother.com)***