

Corporate Team Assistant

- **Work in Corporate Finance**
- **Highly reputable firm – established for 25 years**
- **Great CBD location**

Our client is an established National investment house that specialises in Corporate Advisory, Private Equity, Funds Management and Property Finance. The Perth office focuses on Mergers & Acquisitions and currently requires a professional and suitably experienced Office Manager / Team Assistant to provide a high level of admin support to the team of eight.

As the successful candidate, you will be required to develop an understanding of Corporate Finance while providing assistance at all levels. Duties will include:

- Manage Directors' diaries and contacts (Outlook)
- General support i.e. preparing correspondence, printing, photocopying, PowerPoint presentations, filing etc
- Answer phones and meet and greet clients
- Arrange both internal and external meetings (including client and staff events)
- Organise domestic and international travel
- Monthly invoicing to clients, reconciliation and payment of accounts (e.g. American Express), petty cash
- Liaise with clients and external contacts
- Liaise with IT, set up videoconferencing and teleconferencing
- Manage supplies i.e. stationery, security cards

Why you should apply:

- Reputable firm – established in 1985
- Corporate and professional environment
- Centrally located in the CBD
- Blackberry provided
- Trip to Sydney for company Xmas party

Key selection criteria:

- Experience in a similar environment (Finance, Accounting or Legal background ideal)
- Experience as corporate PA supporting a small team
- Superior administration and Microsoft Office skills
- Ability to communicate at an executive level

To find out more about this outstanding opportunity, please contact Karin on 08 9489 7040 and/or forward a Word version of your CV to support@checkside.com.au for consideration.

All discussions and emails will be treated as highly confidential to protect your privacy.

Please note that we will respond only to candidates whom in our opinion are most suitable for this position.