



Executive Assistant

Duties and Tasks:

Duties include but are not limited to:

- Full diary management for Partners – arranging complex meetings and calls across multiple time zones
- Travel arrangements including comprehensive schedules, cars and transfers, visa applications etc.
- Salesforce and Lead Forensics administration
- Processing of expenses for the team
- Events coordination
- Overview of email accounts (where requested) to ensure key communications are reviewed and followed up as necessary
- Covering for and offering assistance to other members of the support team during absence from the office (annual leave, illness etc) or during particularly busy times
- Ad-hoc duties in the office as required – IT, Office Management, general queries