

Personal Assistant

St Albans



Location

Primary Location - St Albans office of Kirkby Diamond, Fountain Court, 2 Victoria Square, St Albans, Hertfordshire, AL1 3TF

Specific Responsibilities and Activities

- Audio / copy typing of correspondence and reports.
- Typing, compiling and checking reports, taking responsibility for ensuring that appendices are correct.
- Telephone answering.
- Using initiative in fielding calls for the Partners and surveyors.
- Assisting with the organisation of meetings including minute taking and arranging catering.
- Making up files and keeping filing up-to-date.
- Diary management.
- Using Outlook/Tasks to assist Partner in time management.
- Internet research to assist Partner.
- Ability to upload properties and comparables on to Agency Pilot.
- Creating documents as templates to be used by others.
- Preparing information returns to regulators and external auditors.
- Ensuring that Kirkby Diamond reports are completed in accordance with service level agreements.
- Maintenance of accurate commercial database.
- Updating the Kirkby Diamond website accurately.
- Desktop publishing and updating IT usages.
- Full training will be given on all applications.