

JOB DESCRIPTION

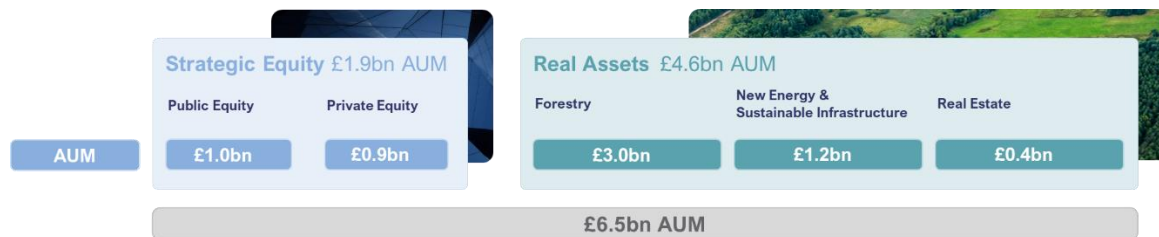
Position Title	Administration Assistant
Position reports to	Executive Administration Manager
Salary	TBC
Location	Oxford
Position type	Permanent

Business Overview

Gresham House is a specialist alternative asset manager providing funds, direct investments and tailored investment solutions, including co-investment across a range of highly differentiated alternative investment strategies. Our expertise includes strategic public, private equity (private assets), timber, renewable energy, housing and infrastructure. We aim to deliver sustainable financial returns and we are committed to building long-term partnerships with our clients to help them achieve their financial goals.

From a standing start in December 2014, through a combination of acquisitions and organic growth, the Gresham House business has grown exponentially, with assets under management now at c.£6.5 billion, (31 December 2021), providing a strong and scalable platform from which to continue to grow. The team is delivering on its objectives and now has c.180 employees working in London, Oxford, Dumfries and Perth in Scotland and Dublin.

The business divides into two divisions - Strategic Equity and Real Assets:



1. As at 31 December 2021

Role Objective

We are looking to recruit an Admin Team Assistant to support the Administration Team which currently consists of one Executive Administration Manager, one Senior Executive Administrator and three Team Administrators. You will be ultimately responsible to the Executive Administration Manager.

The Administration Team are dedicated to providing a high standard of service to a diverse clientbase. They are responsible for all administration tasks including liaising with and reporting to high net worth individuals, institutional investors, financial advisers and property managers.

Key Responsibilities / Accountabilities

Duties

These will include but will not be limited to:

- General administrative duties such as typing, binding, scanning and photocopying
- Assisting with monitoring the internal emails in the general administration inbox
- Assisting in updating and maintaining the Company database, including the upload of platform data
- Maintaining the Client Financial Information Form database
- Maintaining the Service Provider Review Renewals
- Sending out standard client communications, including probate valuations
- Identity Verification checks using online provider
- Land Registry searches
- Sending out hard copy Report & Accounts and other bulk mail fulfilment tasks
- Sending out marketing documentation to potential new clients
- Dealing with incoming and outgoing post
- Maintaining stationery stock/office supplies and ordering supplies as needed

Training and Development

The successful applicant will be encouraged to undertake relevant training courses to enhance their personal knowledge, skills and experience.

The long term objective is to develop a high standard of administrative skills, through ongoing training and mentoring, to assist in all aspects of client reporting.

Essential Criteria

- A level qualifications or equivalent
- Experience of working in an office environment
- Proficient in the use of Microsoft Word and Outlook
- A professional, courteous and confident approach to duties
- Excellent communication skills
- Full driving license and own vehicle due to rural location

Benefits and Remuneration

Annual salary: Competitive

Bonus: Performance related annual bonus scheme

Holiday: 25 days annually

Gresham House is an equal opportunities employer and encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Gresham House is dedicated to encouraging a supportive and inclusive culture amongst all our employees.

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