

JOB DESCRIPTION

Position Title	Team Personal Assistant, Operations and Distribution
Position reports to	Chief Operating Officer / Chief Technology Officer
Salary	TBC
Location	London
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.£5.4 billion, (10 September 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:

Strategic Equity



Public
Equity



Private
Equity

Real Assets



Forestry



New Energy &
Sustainable
Infrastructure



Housing

£1.8bn

£3.6bn

£5.4bn¹ AUM pro forma, post-acquisition

1. As at 10 September 2021

Role Objective

The Team Personal Assistant role is a multifaceted role within the Operations and Distribution teams. This role supports the companies Chief Operations Officer / Chief Technology Officer and Chief Legal Officer as well as providing further support to the Operations and Distribution teams. Due to the complex nature of the role and the seniority of those requiring assistance, the role is fast-paced and

Key Responsibilities / Accountabilities

- Provide support to a team of up to 6 investment professionals & administrative support to wider divisional team
- Provide support where required in the following areas: CRM, marketing materials preparation
- Diary management including Investor roadshows, Investment Committee & Board meetings
- Collating and distributing papers for meetings and Board packs
- Travel bookings
- Collating and filing expenses
- Minute taking including Board minutes – type up and distribute
- Event planning and execution – for internal & client company events
- Answering & screening telephone calls, including the main telephone office line
- Co-ordinate projects and project-led tasks (using Asana)
- Liaise with clients – internal & external – including Board members, business guests, IT, Marketing and HR teams
- Liaising with other executives on behalf of immediate team
- Managing data bases and filing systems
- Ad-hoc project & research work as required
- General office administrative work, as required
- Provide PA cover for planned and unplanned absences
- Wider office support including rotation cover for the Front of House

Skills & Experience

- Technology skills. Microsoft Office Suite (Outlook, Word, Excel & PowerPoint)
- Knowledge of standard procedures and practices in an office
- Solid previous experience as a PA, ideally from the finance sector ideal (PE, hedge fund, HNWs)
- Excellent personal/communication skills - able to speak to different stakeholders both internal and external
- Minute taking

Personal Attributes

- Ability to work effectively under continuing pressure and possible interruptions
- Strong work ethic and high attention to detail
- Excellent planning and organisational skills
- Flexible and able to work well as part of a team
- Ability to adapt within a fast-paced environment
- Excellent communication skills – written & spoken
- Excellent telephone manner
- Proactive & “can-do” attitude
- Highly presentable and articulate
- Keeps an open mind and approaches work in a flexible way
- Ability to maintain a cooperative relationship with other staff
- Resourceful, with a positive and professional attitude; highly skilled in using discretion with regard to confidential matters
- Strong client service orientation
- Professional, friendly

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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