

We're recruiting

Assistant

We are looking for a well-organised and proactive Assistant to join our leading business communications consultancy.

Job Title	Assistant
Job Type	Strategic Communications Consultancy
Location	London
Start Date	Immediately
Salary	Competitive, dependent on experience
Employment Type	Full time

The successful candidate will be one of a team of four Assistants who form a strong team of support staff.

Buchanan represents an international client base, providing effective strategic communications advice to help our clients achieve their business objectives. We are a dynamic team and at times we work under pressure but we maintain a supportive, collegiate team culture.

Creative, dynamic and responsive, yet reassuringly rooted in decades of experience, Buchanan has been at the heart of our industry as it's changed dramatically over the years. We work at the heart of the City, the centre of global communications, where reputations correlate to performance.

Typical Duties

- Supporting a team of people, including 3 Partners and an Associate Partner;
- Client / press contact – primarily by phone and email. Occasionally in person;
- Diary management and coordination;
- Organisation and booking of travel arrangements;
- Co-ordination of corporate entertainment and events, including logistics and management;

- Updating of relevant databases;
- Research for new business pitches;
- Creating presentations;
- Sending press releases to the Regulatory News Service (RNS);
- Attend work early (6.30am) within a rota system;
- Work remotely in evenings (7pm – 10pm) within a rota system;
- Assisting with registration and Q&A handling at client results days;
- Providing cover to support other teams where necessary;
- Providing cover for Front of House where necessary;
- Monitoring press coverage on the newswires and online media;
- Providing and organising client press cuttings;
- Monitoring and, where necessary actioning, Partner & wider team emails

Attributes & Skills

- Enthusiastic team player
- Efficient in working practices
- Flexible, able to adapt to changes and be proactive
- Responsible, trusted to work with confidential information
- Excellent written English
- Excellent attention to detail
- Intermediate / advanced Powerpoint & Excel skills
- Advanced Word skills and good working knowledge of Outlook
- Professional telephone manner
- Ability to deliver to a deadline, to multi-task and to adapt to changing priorities

The remuneration package is attractive, with a competitive basic pay, bonus incentive as well as pension, health insurance and other benefits.

Contact **Nicola Cronk**
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