

Executive Assistant to Chief Investment Officer

Stanhope Capital was established in 2004 and is an independently owned wealth management firm providing discretionary and portfolio management services to ultra-high net worth private and institutional clients worldwide. Stanhope is neither a bank, nor just a family office. Instead, we bring together the best of both worlds: the high service standards and transparency expected of a private family office, combined with the quality of investment expertise and operational excellence typically associated with a major global financial institution. There are currently 20 partners and over 85 employees operating from offices in London, Geneva, Jersey and Paris.

EXECUTIVE ASSISTANT

The position is Executive Assistant to the Chief Investment Officer (CIO), and 3 Partners. The role will be split 50% supporting the CIO and 50% supporting the 3 Partners. You will be a proactive and committed individual with a strong track record of working at this level.

RESPONSIBILITIES

- Manage the CIO's diary so that it runs efficiently and effectively. This includes complex and constantly changing scheduling of meetings; anticipating scheduling problems; preparing relevant paperwork and reacting quickly and calmly to any last-minute changes.
- Systematically confirming meetings and lunches with the relevant parties the day before.
- Ensure that a daily meeting with the CIO happens to run through a 'to do' list.
- Liaise with the investment research and client advisory teams to ensure receipt of relevant reports in advance of meetings with prospects.
- Maintain internal contact listings; enter new business card details within 24 hours; ensure all travel contact details are up to date and accessible (e.g. frequent flyer membership numbers).
- Book and arrange taxis, transfers, trains, planes, hotel accommodation ensuring that pre-negotiated rates are adhered to.
- Ensure all relevant documentation and information is to hand and updated whilst CIO/Partner is in transit. (e.g. contacts and negotiated rates at hotels).
- All travel documentation to be accessible and subsequently systematically filed and days outside of the UK recorded.
- Constant managing of CIO's inbox throughout the day. Respond directly when meetings are to be organised or confirmed. Print other emails to discuss appropriate response or follow up.
- All emails from clients archived in the relevant client folders every couple of days.
- File expenses as appropriate with the Finance team.
- Filter telephone calls as appropriate and take messages or re divert as agreed with the CIO/Partners.
- The role may include assisting the CIO on ad hoc events or projects.

CANDIDATE PROFILE

- Excellent verbal and written communication skills in English (French would be useful)
- Experience of effectively arranging travel, production of accurate itineraries
- High level of discretion and respect for confidentiality
- Outstanding planning and organisation skills with strong attention to detail
- Ability to meet conflicting priorities whilst working under pressure
- Team player who can build networks and work in partnership
- Competent user of MS Office

Stanhope Capital LLP is an Equal Opportunity Employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief.