

Senior Team Assistant

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 19 partners and over 85 employees operating from offices in London, Geneva, and Paris.

About the role:

An experienced Senior Team Assistant, with a focus on supporting one of the Partners, is sought to join the Merchant Banking and Private Investments teams. The role is right for a proactive, reliable, flexible, and committed individual with a strong track record of working at a senior level. The successful candidate will ideally have experience in Corporate Finance or Private Equity and will enjoy building relationships with and supporting the whole team.

What you'll be doing:

DIARY MANAGEMENT

- Managing the Partner's diary so that it runs efficiently and effectively. This includes complex and changing scheduling of meetings; anticipating scheduling problems; preparing relevant paperwork and reacting quickly and calmly to any last-minute changes.
- Assisting with the team's diaries.

MEETINGS & PAPERWORK

- Preparing daily folders with all necessary documents for the upcoming meetings.
- Preparing presentations using PowerPoint.
- Scheduling team meetings, attending and taking minutes.
- Archiving meeting notes as directed.

EMAIL MANAGEMENT

- Managing the Partner's inbox and following up on any existing meetings/projects or potential meetings, flagging important issues. Systematically reading the emails several times a day. Responding directly when meetings are to be organised or confirmed. Writing weekly recaps and reminders while the Partner is away on business or on holiday.
- Archiving all emails from clients in the relevant client folders every couple of days.

CONTACTS

- Maintaining internal contact listings; entering new business card details within 24 hours; ensuring all travel contact details are up to date and accessible (e.g. frequent flyer membership numbers).

TRAVEL

- Booking and arranging taxis, transfers, trains, planes, hotel accommodation ensuring that pre-negotiated rates are adhered to.
- Ensuring all relevant documentation and information is to hand and updated while the Partner is in transit (e.g. contacts and negotiated rates and hotels).
- All travel documentation must be accessible and subsequently systematically filed including number of days outside of the UK recorded.

EXPENSES

- Filing expenses as appropriate with the Finance team.

TELEPHONE

- Filtering telephone calls as appropriate and taking messages or diverting on behalf of the team.

AD HOC PROJECTS

- The role may include assisting the Merchant Banking team with ad hoc events or projects.
- Assisting with PowerPoint, Word, and basic Excel documents (e.g. presentations etc.)

What you'll need:

- Excellent verbal and written communication skills in English
- Experience in Corporate Finance or Private Equity
- Strong command of PowerPoint and other MS Office tools
- High level of discretion and respect for confidentiality
- Immaculate presentation
- Strong interpersonal skills, good at networking with internal and external stakeholders
- Outstanding planning and organisation skills with very strong attention to detail
- Ability to meet conflicting priorities whilst working under pressure
- Strong team player with a desire to assist other team members as required
- Professional telephone manner

What's in it for you?

- 25 days holiday, plus ½ days on Christmas and New Years' Eve, plus public holidays
- Pension matching of up to 10%
- Attractive LTIP
- Private healthcare and dental plan including direct access to virtual health & wellbeing care as well as numerous retail discounts via our Employee Assistance Programme
- Paid leave for charity projects
- Cycle to work scheme
- Fitness classes

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