

# Team Assistant

## Job Description

<b>Office Location:</b>	<b>Helsinki</b>
<b>Department:</b>	<b>Hotel Brokerage and Consultancy</b>
<b>Responsible to:</b>	<b>Kimmo Virtanen - Director Nordics</b>

Do you like being the "good soul" and the backbone of a team, and are you committed to looking after your workplace and the well-being and smooth day-to-day work of your colleagues?

Do you also have an interest in hotel real estate, are you motivated and able to build relationships with colleagues, customers and suppliers alike?

Do you also have a healthy appetite for learning new things and wanting to develop yourself further?  
If you can answer "yes" to all these questions, then we should get to know each other!

## The Role

### Purpose of the Role

As a team assistant, you will support our colleagues in our Helsinki branch.

It is important to us that you have an authentic personality and that you can integrate yourself into the small local team, as well as into the wider Pan-European team of Christie & Co.

You will be reporting directly to the Director of Nordic region and liaise with the local team on a day to day basis, as well as working together with our colleagues across Europe to provide administrative support to them as required.

We are seeking an applicant either on a full-time or part-time basis.

In addition to a salary in line with the job profile as respective qualifications, you will also find opportunities for internal and external training as well as regular international team incentives.

We value a harmonious working atmosphere in a committed, motivated, international team. We offer you flat hierarchies, a varied range of tasks and the freedom to contribute and implement your own ideas in your daily work, as well as the opportunity to quickly take on responsibility and develop within the team if you show the necessary commitment.

### Duties and Responsibilities

Carry out day-to-day administrative duties including:

- Diary management for the team
- Deal with telephone and email enquiries politely and efficiently
- Updating/ editing the Christie & Co CRM Salesforce system
- Arrange team meetings and events, client meetings/conference calls
- Arrange team travel as required

- Work collaboratively with the Team Assistants and Office Manager in Central & Northern Europe
- Arranging and aliasing to keep the office maintenance
- Maintaining stationery stock and placing orders
- Ensure health and safety policies are followed
- Occasional ad hoc duties

#### Help with of key internal monthly tasks:

- Preparing expenses for the team and ensuring all information is correct before submitting to the Finance department;
- Raising invoices
- Update outstanding debtors report
- Prepare supplier invoices for accounts team
- Update Managing Director/external entities with team's annual leave and sickness

#### Assist the team with management of certain aspect of agency projects including:

- Prepare sales brochures, type marketing reports and letters, raise invoices
- Manage data rooms for projects (creation, populating, approving new entries, extract data etc.)
- Amend and adjust presentations, including sales details and pitch presentations
- Contribute in Business Generation activities by updating various data bases
- Liaise with the Marketing department regarding various marketing initiatives such as email campaigns, hard copy flyers, advertising, press releases and sales details
- Help the team with compliance duties; i.e., Anti-Money Laundering for sellers and buyers

## Person Specification

### Skills and Experience

- |   |                         |
|---|-------------------------|
| • Minimum of 2 years of previous experience within a similar role | <b><i>Essential</i></b> |
| • Good working knowledge of Microsoft Office (Word, PPT, Excel)   | <b><i>Essential</i></b> |
| • Numerate  | <b><i>Essential</i></b> |
| • Strong verbal and written communication skills                  | <b><i>Essential</i></b> |
| • Highly organised and self-motivated                             | <b><i>Essential</i></b> |
| • Knowledge of the property industry                              | <b><i>Desirable</i></b> |

### Personal Characteristics

- Polite and professional
- Proactive, organised, and meticulous
- Always punctual
- Amenable, hands-on attitude as well as having an eye for detail
- Enjoy working in a fast-paced environment
- Flexible and adaptable, responding well to change
- Able to work autonomously
- Able to effectively prioritise workload
- Strong team player
- Able to work under pressure and to deadlines