

Growing financial planning practice based in Central London is looking for a motivated, proactive and enthusiastic **French speaking Administrative Assistant** to provide support to the adviser for their corporate clients. The role requires strong organisational skills, excellent customer service experience, confidence in using in MS Office and in exchange, our client will offer a full training. **Our client is looking for someone who wants to learn and who is ready to commit as you will have the opportunity to take professional exams and grow a career.**

You will be able to work one day a week from home after the probation period (6 months).

#### **ROLE of the Administrative Assistant:**

- Providing administrative support to the adviser
- Researching and collating information to produce report and recommendation for clients
- Interpreting information obtained during client meetings
- Assisting with corporate client policy renewals
- Updating the CRM database and reports
- Liaising with clients and third-party providers in a professional and efficient manner
- Ensuring compliance on a on going basis.

#### **PROFILE:**

- Fluent French and English, or min intermediate in French
- Bachelor's degree or equivalent experience
- **Strong interpersonal, customer service and communication skills**
- Good numerical skills - the role won't suit someone who doesn't like numbers
- Previous experience in an admin or an accounting role will be a plus
- Ability to multitask and to work under pressure
- Ability to work in small team
- Proficient in Microsoft Office suite, especially Excel
- Full training will be given

#### **SALARY & BENEFITS:**

- Up to £33/y negotiable according to skills and experience
- Income protection after 6 months
- 1 day WFH