

Job Title	Personal Assistant
Location	London
Company	RLGS
Reports to	Chief Liaison Officer
Group Wide Internal Level	Associate

Position Summary

To provide key business support to the RLGS / Nippon Liaison Team

Key Accountabilities

- To provide key business support to the RLGS / Nippon Liaison Team ensuring that all activities are monitored, actions anticipated and appropriately taken, recognising the sensitive and confidential nature of the role
- To provide effective calendar management, making optimum use of time
- To arrange travel and business meetings for executives, in line with company policies
- To ensure that documents, emails, presentations etc. are produced to a high standard and delivered in a timely fashion.
- To assist with meetings as required
- To process and manage expenses for team in line with Nippon Life budget
- To actively promote and uphold the values of the company
- To ensure that employees, customers, advisors and stakeholders are treated with respect
- To take on any other responsibilities or tasks that is within the employee's skills and abilities whenever reasonably instructed

Your Characteristics

- Fluent Japanese speaker
- Several years' experience in an executive assistant role or similar support role
- Demonstrable experience in successfully managing deliverables within timeframes
- Ability to work in a dynamic environment and manage changing priorities and plans
- Trustworthy with a high degree of integrity and ability to manage highly confidential information
- Excellent PC skills (full MS suite)
- Excellent organisational and planning skills
- Excellent attention to detail
- Exceptional written and verbal communication skills
- Understanding of the financial services environment is desirable
- Ability to quickly build strong relationships with a broad network of stakeholders, including the most senior
- Ability to work as an individual contributor, take initiative and problem-solve
- Ability to recognise potential conflicts and acknowledge where guidance is required / necessary
- Ability to cope with ambiguity and prioritise confidently against conflicting demands
- Ability to remain calm under pressure, with a good sense of humour