

PA & Team Assistant

Central London

Permanent Position

We are seeking a PA/team assistant to join our busy agency. This key role will engage with all areas of the business, supporting our teams and assisting the Managing Director and Company Director. This is a great role for those who enjoy variety, are driven to make a difference, and a desire to help make a great working environment for their colleagues - you have a natural ability to keep everything ticking over! You will be working in a fast-paced agency environment as part of a supportive team.

System Analytic helps pharmaceutical teams to identify, manage, and engage their opinion leaders and experts through a variety of market research services and digital tools. That's all we do, and we excel at it. Our clients are the world's top pharmaceutical companies.

System Analytic is part of the WPP Health Practice which is made up of four specialist agencies – Ogilvy CommonHealth Worldwide, ghg | grey health group, Sudler London and System Analytic. Each of the agencies operate independently under their own unique brands but are united by a shared vision and purpose to deliver the full depth and breadth of their specialized services to clients. With the aim of providing innovative, pragmatic strategic counsel for clients' increasingly complex needs, WPP Health Practice is there to create a new health consulting capability.

The Role

This role is responsible for ensuring we provide the best working environment for our employees, making sure we can work efficiently in a great environment. Additionally, the role involves working with the MD and Company Director to offer PA support.

PA and Team Assistant Support

We are a company that puts its people first and we invest time and effort in helping them thrive in a relaxed, social and collaborative environment so that they can grow and be innovative. The PA/TA Support needs to help facilitate this. You'll be someone that likes to get stuck in, understanding how everything works, as happy rolling up your sleeves to sort out the printer as you are greeting visitors and making them feel at home. As PA support to the MD and Company Director, you'll be managing diaries, organising travel and accommodation, managing and submitting expenses along with other ad hoc PA duties

Responsibilities

- To help maintain an amazing & efficient office environment and culture for our staff
- To be the point of contact for organizing our agency meetings, celebratory events and gifts
- To work closely with WPP Health & Wellness Office Management team, reception and IT to ensure that we are up to date and all fully trained on what we need to know and how to do it.
- To work with Talent Management to ensure a warm welcome for all new joiners and help coordinate and deliver inductions.
- To develop and keep updated all office protocols so that we all know how things work
- To be the point of contact for office-related matters
- Managing several inboxes and meeting room calendars.
- Get involved with our SA social committee ensuring we have regular activities planned for our employees
- Manage the electronic filing system – e.g. making sure files are saved in the correct place / under the correct title
- Liaising with office and computer suppliers to source office materials and IT equipment
- Sourcing the best deals on travel and accommodation for client trips worldwide, and making the bookings upon confirmation with the people involved
- Ensuring trackers and spreadsheets are kept up to date
- Ensuring all office management activities are in line with corporate protocols and procedures
- Managing financial admin such creating purchase orders, reconciliation of the credit card statement, ensuring invoices are approved and passed to the finance team.
- Assisting with recruitment tasks such as posting job ads, scheduling interviews with candidates, liaising with Talent Management to create contracts.
- To keep the stationery cupboard in order and ordering from supplier as required
- Being a point of contact for IT and phone matters
- Supporting the MD in the creation of reports relating to timesheets and absence management
- Supporting the MD and Company Director in monitoring spending and cost control.
- Personal Assistant duties for both the Director & Managing Director

What you will bring to the table

- Incredible attention to detail and accuracy in everything you do
- Have a real interest in people; you will be a natural communicator with a positive attitude, someone that people enjoy being around and find approachable and responsive

- Able to take a creative approach to every situation
- Exceptional spoken and written English
- Have a genuine interest in learning about our business and what makes it tick
- Be influential, challenge the norm, have self-belief and confidence, be brave and make changes where needed, even if they fall outside of your remit
- Demonstrate an ability to quickly prioritize across several projects and work to deadlines
- Possess a natural confidence and gravitas together with an equal measure of humility
- Proficient in your use of Microsoft Office
- Good IT knowledge with experience of VOIP phones would be an advantage.
- Excellent web research skills for sourcing and identifying ideas, travel, gifts etc.
- Must have previous experience working as a PA and providing team support
- Previous experience of working within a busy agency

In addition to the above, what's equally important is your 'fit' with our way of thinking and our exceptionally co-operative culture. As a company, we are obsessed with innovation and as individuals, we enjoy the environment it creates.

Our philosophy

Unlike other companies in our space, at System Analytic we don't just create great products, we aim to be the world's best in what we do. We are looking for people with a similar determination to help us become even more brilliant.

As part of WPP, the world's largest communications and marketing agency network, we offer a great package of benefits, such as health insurance, subsidised gym membership and a generous holiday entitlement.

Think you're the right person for the job?

We'd love to hear from you. Send your CV including a cover letter telling us all about yourself to recruitment@systemanalytic.com