

## Job Description

<b>Job Title:</b>	Personal Assistant to the Directors
<b>Reports To:</b>	Directors
<b>Direct Reports:</b>	Office Assistant / Administrator
<b>Location:</b>	London, right to work applicants only.

### About the Company:

The CoinShares Group manages approximately \$1 billion of assets on behalf of a global investor base, with offices in London, Jersey, and New York. We create, issue, and manage investment products and services that serve thousands of investors, including institutional and accredited investors. Our goal is to provide regulated, risk-managed investment products and services by which investors can participate in the growth of a new asset class, and a new technology paradigm.

The CoinShares Group offers investors a variety of ways to access the digital asset landscape, and span exchange traded products (ETPs) under the XBT Provider brand in Europe, private hedge fund investment strategies for a global client base, and trading and execution services provided by CoinShares FICC (Fixed Income, Currencies, and Commodities).

CoinShares has a history of pioneering new approaches to digital asset investing, and collectively, the Group enjoys the world's longest track record of regulated investment management in digital assets. From our beginnings in 2013 to present day, we have collaborated closely with lawmakers, financial institutions, and innovators to pioneer these new products and services while also being a trusted partner and advisor to our clients.

With a proven track record, CoinShares has the breadth, depth, and scale needed to provide investment products and services to the world's most sophisticated investors.

### Role Summary:

The Personal Assistant is responsible for the smooth running of the office including facilities, reception, telephones, meeting room management and general PA support for the senior team, including Directors, COO and other Senior Management. The postholder will supervise and manage the performance of the Office Assistant / Administrator and liaise with the building management team LEO to ensure an effective and timely response to any issue. The postholder will collaborate with the support teams in Jersey to ensure effective communication and organisation of requirements.

### Duties & Responsibilities:

#### *Reception & Secretarial*

- Schedule meetings for the senior team and allocating rooms to minimise additional cost.

- Greet clients and visitors, managing refreshments, taxis etc.
- Ensure telephones are answered and messages taken.
- Manage post and courier services.
- Take minutes of meetings as required.
- Create agendas and prepare meeting packs.
- Book travel and accommodation for senior team.
- Type correspondence and presentations as required.
- Conduct any research as required.
- Draft and collate management meeting reports.

### *Facilities Management*

- Manage day-to-day procurement of stationary and equipment.
- Manage LEO relationship to ensure an effective and timely service is provided.
- Health & Safety Officer. First Aid responder and Fire Warden.
- Manage building access and security on behalf of Company including arranging building passes and disabling passes in a timely manner.
- Procure office equipment and supporting any internal re-organization.
- Manage the telephone system, call recording (as appropriate) and hunt groups.
- Liaise with and manage all third party supplier terms/contracts.

### *Finance*

- Invoices: consolidate company invoices and send to Finance team for payment with CEO approval.
- Support the senior team with expense management.

### *IT*

- Provide first line of support on IT matters within the CSUK office.
- Keep the CSUK asset register up to date.
- Liaise with CTO regarding onboarding of new hires, setting up monitors & laptops.

### *HR*

- Manage sickness and absence reporting including maintaining holiday and absence records, obtaining fit notes and self-certification forms.
- Support pre-employment screening.
- Support induction of new hires including Facilities and Health & Safety.
- Provide data to HR for any changes to monthly payroll including absences.
- Provide general administrative support to HR.

**Undertake any other such duties as may be reasonably required by the role.**

### **Qualifications, Skills & Experience:**

- At least 5 years of relevant work experience, ideally in finance sector.
- Advanced Microsoft Suite skills (Word, Excel, Access, PowerPoint).



- Experience of managing the performance of a small team essential.
- Previous experience of facilities management desirable.
- Ability to multi-task and prioritise under pressure.
- Ability to navigate problems and propose solutions.

## Closing Date

Applications close 12 September 2019.