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# Job Description: Team Assistant

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Date & Time 01/06/2021

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Reporting to senior managers

## Workshop administration

- Assist with drafting workshop agendas for client and competitors
- Liaise with clients, competitors and the MRC team to schedule meetings
- Set up, host and record Zoom/Teams meetings, including circulating calendar invitations and attendees lists
- Take accurate notes during client meetings and workshops
- Produce feedback, minutes and reports from the meeting notes
- Collate and distribute workshop materials – such as presentations
- Undertake other miscellaneous admin tasks relating to workshops/meetings

## Competition administration

- Log competition entries, collate Q&A and liaise with MRC team and client to respond to queries
- Assist with general competitor correspondence and admin tasks
- Collate and file information received from competitors and clients and keep up-to-date records including version control

## General

- Deal with general and client enquiries
- Proofreading
- Book travel
- Support the rest of the team as necessary

## Skills, experience & qualifications

- Accuracy and attention to detail, particularly note-taking
- Efficiency, methodical approach and ability to work under pressure
- Interpersonal skills
- Strong communication skills (written and verbal)
- Numeracy
- Good working knowledge of Microsoft Office including Word, Excel and Outlook, as well as video-conferencing platforms including Zoom and Microsoft Teams
- PowerPoint and Google Workplace skills an advantage
- Previous administrative experience of at least a year
- Educated to degree level or equivalent

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### Approach

- Team attitude, learnability, commitment and work ethic
- Positive, helpful attitude
- Ability to work remotely and on own initiative, meet deadlines and work on several tasks at once

### Standards

- Comply with all Health and Safety requirements as directed by the company
- Conform to the agreed company dress code
- Conduct business in an ethical manner with all clients

*This job description is a guide to the nature of the work required in this role. It is not wholly comprehensive or restrictive and does not form part of the contract of employment.*

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