

POSITION TITLE

Office Assistant

LOCATION

3 More London Riverside, London SE1 2AQ

REPORTS TO

Office Manager

COMPANY OVERVIEW

Amber Infrastructure Group (“Amber”) is an infrastructure investment manager with approximately €5 billion in funds under management. Amber invests across a broad range of infrastructure sectors (including energy, transport, social and digital infrastructure) and geographies (including Europe, Australia and North America). Amber provides investment advisory services to International Public Partnerships Limited (“INPP”), a FTSE 250-listed infrastructure fund, as well investing across managed accounts and private funds. Amber is headquartered in London and employs over 150 people.

JOB PURPOSE

This is a fixed term contract for a period of six to nine months to cover maternity leave in the department. This role is to provide reception and administration support across the business. The position would be suited to somebody looking for a wide-ranging role, and promises to provide an interesting, varied and exciting cross section of work ideally suited to a graduate

ROLE AND DUTIES

To provide a professional front of house role and to support a busy back office

Front of house duties:

- Responsible for the main telephone switchboard
- Meeting rooms diary management
- Liaison with building reception for guest passes
- Post duties – incoming, outgoing including online purchases and couriers
- Setting up and the clearing of meeting rooms
- Arrangement of and setting up of working lunches when required
- Fruit and Milk – ordering and laying out
- Regular food and beverage orders – Waitrose and Coffee orders
- Ensuring the kitchen and the office remain tidy at all times
- Facilities – complete weekly check list
- Facilities – reporting and follow up any building FM issues
- Overseeing confidential waste, recycling and toner deliveries
- Management of part time housekeeper
- H&S – Weekly office check list
- Stationery orders
- Ordering of company business cards
- Keeping supplier spreadsheets up to date
- Ensuring the comms rooms, print room and overflow kitchen are well stocked and tidy

Administrative duties:

- Maintaining the company books (filing) and electronic portal (GEMS)
- Archiving – ensuring the office is kept tidy and paper free and retrieval of old boxes etc
- Responsible for the collation and preparation of the company newsletter
- Printing and binding
- Property welcome packs
- IT Team – weekly check of open calls and follow up with individuals as well as support to our onsite engineer with daily tasks.
- Legal Team – assistance to the team with updating structure charts, collating KYC and NDA documentation and renewing ICOs
- Finance Team – formatting and rolling forward multiple statutory accounts
- Asset Management Team – covers department EA every Friday
- Assisting the Office Manager and EAs with general administration
- Cover for EAs when on leave or out of the office

EXPERIENCE/KNOWLEDGE/QUALIFICATIONS REQUIRED

- Ideally educated to a degree level
- Computer literacy, including ability to work on Microsoft Office products
- Good written and verbal communication skills and excellent attention to detail

- Ability to work in a fast paced, results driven environment, work well under pressure, with the ability to juggle and multiple tasks simultaneously.
- Intelligence and enthusiasm with a can-do attitude.
- Professionalism in dealing with internal and external contacts
- Ability to build strong working relationships.
- Respect for privacy and confidentiality
- Should be able to work well as part of a team as well as individually and display a high level of initiative, adaptability and willingness to go the extra mile.

If you have the drive, commitment and enthusiasm to work with likeminded people and wish to apply for a vacancy please send a copy of your curriculum vitae to careers@amberinfrastructure.com. Please note we are not always able to respond to all applications.

Agencies: We will only consider direct applications from individuals seeking a career with Amber. Our policy is to use only those recruitment consultants that we have established strong relationships with and have agreed procedures in place. We will therefore not respond to approaches from recruitment agencies.