

## Personal Assistant

London

13 month FTC, Full Time

Start Date: ASAP

### Specific Responsibilities:

- Co-ordinate and update CEO (and Active Underwriters) calendar.
- Assisting in arrangement of Board meetings and committee meetings.
- Act as a point of contact for the LSL Executive team
- Arrange travel for the CEO and Active Underwriters
- Assimilation and circulation of Board and Committee papers
- Produce Board reports as required by CEO
- Take and produce minutes of meetings as required.
- Provide secretarial support to CEO and Active Underwriters

### Skills & Requirements:

- Previous Financial Services experience, preferably within insurance, required.
- Excellent Microsoft skills – Outlook, Word, Excel and PowerPoint.
- Excellent Communication skills, both written and verbal.
- Excellent organisational skills
- Have strong communication skills
- Be confident and able to speak to people at all levels.

### Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.

### How to Apply

Please e-mail your CV and a covering letter including your salary expectations, notice period and availability to interview to [HR@lancashiregroup.com](mailto:HR@lancashiregroup.com)