

ARTS AND PERSONAL ASSISTANT TO MANAGING DIRECTOR – JOB DESCRIPTION

ARTIQ is a fast-growing, market leading art consultancy based in London. ARTIQ works with some of the best artists around, giving clients unrivalled access to unique and inspiring collections.

The Company is now looking for a bright, creative Arts and Personal Assistant to work directly with their Founder and Managing Director, Patrick McCrae, assisting him in his role and vision for the Company.

The successful candidate will be articulate, forward thinking and exceptionally well-organised. They will have some secretarial/PA experience and presentation-writing ability, but will be recruited on attitude and ability to provide effective administrative support.

RENUMERATION:

- £Competitive
- 20 days' holiday plus public holidays.

MAIN RESPONSIBILITY:

To provide an efficient and responsive administrative, organisational, and logistical service to the Managing Director, helping him to manage and prioritise his time.

THE IDEAL CANDIDATE WILL HAVE THE FOLLOWING:

- Exceptional written and spoken English together with the sensibility and diplomacy to work with global clients.
- A logical and organised mind.
- The ability to problem solve under pressure.
- Driven attitude with a strong desire to learn and to succeed.
- Deep understanding of and proven ability to work with Microsoft Excel, Word and PowerPoint.
- High computer literacy.

USEFUL:

- Purchasing/quoting experience
- Art research experience
- PA/secretarial experience.
- Event management experience
- History in working with artists.
- Clean UK Drivers Licence

TO APPLY: please email your most up to date CV to jobs@artiq.co, please also answer the following questions in lieu of a cover letter:

1. What is the most important part of this role?
2. How do you keep track of your day to day tasks? Do you favour a certain tool or methodology?
3. What has been your proudest non-work moment in the last year?