



## **Office Administrator & Team Secretary - Guernsey**

The International Stock Exchange Authority (TISEA) is seeking to recruit an Office Administrator & Team Secretary to support the Guernsey office. The individual will provide diary management and support to the Director & Head of Listings and the Director & Head of Risk, Regulation and Compliance, as well as undertaking general office administration duties for the Guernsey office.

Duties and responsibilities include reception and post duties, company inbox management, organisation of meetings and seminars, ordering office stationery, tea, coffee and other day to day items, diary management, booking of travel, minute taking and providing support to the CEO and Managing Director in the Executive PAs absence.

The key competencies for this role include having strong organisational skills with a high level of attention to detail. Having a flexible and adaptable approach as well as being able to work in a confidential manner. The individual will be required to be proactive and to demonstrate excellent communication skills.

This exciting role can provide career and development opportunities in a growing organisation. If you are interested in this role and would like to see a full copy of the job description please email Laura Cornelius at [laura.cornelius@tisegroup.com](mailto:laura.cornelius@tisegroup.com).