

Tantinet (UK) Limited

Personal Assistant and Administrative Assistant

Job Description

The position is available in Tantinet (UK) Limited (the Company) based in Canary Wharf, London, as part of a group of small-mid size global companies (the Group) which are engaged in regulatory compliance, fintech and brokerage businesses. As a PA and Admin, the candidate will expect to provide support to the management, managers and clients across its business functions.

The duties include, but not limited to:

- Report to senior management and performing secretarial administrative duties.
- Type, format and edit reports, documents, and presentations.
- Manage internal and external correspondence on behalf of senior management and legal & compliance team.
- Screen phone calls, enquiries and requests, and handle them when appropriate.
- Schedule appointments, maintain an events calendar and send reminders.
- Develop and maintain a filing / reporting system, manage multiple filings / reports and their deadlines set out by relevant authorities, including, without limitation, Companies House, HMRC, HM Land Registry, FCA, and overseas authorities etc.
- Draft, proofread, review, amend and properly record all company registers, resolutions, policies and procedures of both the London office and other international offices, making sure they are kept up to date and referred to the appropriate management for approval / sign off.
- Work with external service providers to obtain corporate documents in other jurisdictions.
- Take administrative / operational responsibilities including but not limited to overseeing the arrangement of travels / visa / accommodations, organizing daily schedules for senior management via emails / correspondence memos / letters / faxes / forms, checking the adequacy of all office supplies, organizing meetings, taking detailed meeting minutes, and following up on actions from meetings.
- Basic account and budget; invoicing, submit and reconcile expense reports, bank statements / invoices collection etc.
- Assist in ensuring compliance with all applicable laws and relevant guidance, not only the law of England and Wales, but also the law of other jurisdictions.
- Thoroughly understand the business and assist in drafting the promotional material and involve in company website and social media pages building.
- Deal with potential clients when necessary, and present the company, give presentations about the organization's products or services.
- Working in collaboration with all other departments and staff from other

locations for relevant tasks and projects.

- Assist on HR tasks and various tasks on the group level.
- Support on the Company's own investment portfolios and its management.
- Work at a group level and take on any relevant tasks as may be required by the Group from time to time.

Requirements

- Experience in compliance / company secretarial / business operations;
- Work experience in relation to the financial services industry is desirable;
- A degree in Law, Economics, or IT related subject is desirable;
- Good level of IT skills;
- Excellent time management skills, ability to prioritize work and work under pressure;
- Excellent English and Chinese language skills in both verbal and written
- Strong organizational skills with the ability to multi-task;
- Quick learner and willingness to take additional responsibility on an ad hoc basis;
- Interpersonal skills and the ability to work well with people at all levels
- Attention to detail and a well-organized approach to work;
- The capability to work with numerical information, plus analytical and problem-solving skills;
- Integrity and discretion when handling confidential information;
- Coping well with high volumes of work and thrives in a fast-paced work environment;
- Trustworthy in dealing with confidential and sensitive information;
- Have the right to work in the UK.

Application

Should you wish to apply for the position, please email your CV to hr@tantinetgroup.com.