



**GILSON GRAY**

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# Administrative Assistant

Gilson Gray Financial Management LLP

(Part-time, 20 hours per week)

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**We have an opportunity for a professional and adaptable administrative assistant to work within Gilson Gray Financial Management LLP which is part of St. James's Place Wealth Management Group. You will be based in the Glasgow office providing administrative support to the team to help optimise the advisors' relationships with their clients and to assist with the daily operation of the office.**

### The Role

You will work with all members of the team. You will collate client information, organise client reviews, prepare meeting packs and valuations, manage cases to completion and work with internal processing systems. You will be given full training on the relevant IT systems, so proficient IT skills are necessary.

### The Person

This is an interesting and challenging role that would suit a confident, numerate, IT proficient and professional individual who enjoys using their initiative and who has a 'can do' working style.

Ideally, you have been working for an IFA or Financial Services company and have experience of the administration of either Pension, Investment or Protection products.

You will have excellent communication skills and be highly organised.

You will have contact with clients, and it is essential that you are confident in dealing with third parties and can work with total discretion.

To apply please submit your CV to [recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)



# GILSON GRAY

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[gilsongray.co.uk](http://gilsongray.co.uk)

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