

PA & Office Manager

Caxton FX is looking to recruit a PA & Office Manager to take responsibility for the smooth running of the office, and to assist the Executive Directors with their diary management during an important period of growth.

About the company

Caxton FX is a foreign exchange company that has become an entrepreneurial success story. From launch our ethos has been to offer excellent value for money and great customer service. Our growth is testament to the fact that we have delivered on that vision from day one.

Caxton FX was founded in 2002. Since then, it has grown from one man and a phone to a business that turns over circa £750 million. Our analysts are widely quoted in the UK press on currency issues and with over 200,000 clients, we remain focused on delivering excellent customer service. Caxton FX has been defined as one of the 50 businesses leading Britain based on outstanding growth at a pace 73 times greater than the National Average.

At the heart of our success is our people. Caxton FX is a people business and our successful growth has largely been a result of the outstanding relationships we have established with our growing base of customers.

The Caxton culture is open, honest, hardworking, professional and fun. With approximately 90 staff the company is going through an important growth phase which is focused on new product launches and geographical development. We want to hire the very best people to support our ambitious growth plans. Through educational and training initiatives we support each individual throughout the development of their career with the intention of stretching each one to a high standard of excellence.

The Role

Essentially, you will create systems and processes to improve efficiency throughout two offices, and provide support to the Executive Directors. You will also assist with the planning and administration of Caxton FX's Building British Business event series which takes place 4-6 times a year.

Key Outcomes

- Maintain the smooth running of both offices: ensuring stationary supply is kept up to date, liaising with landlords and other office third parties; booking meeting rooms, welcoming guests; booking staff travel between offices.
- Act as the first point of contact for all parties wishing to meet or speak to the Directors, acting as gatekeeper where necessary. Create maximum efficiency through good diary management and organisation.
- Support the successful staging of Building British Business event series, hosted by Caxton FX, by providing all administrative support including booking venues, organising payment of invoices, record keeping, badge printing, liaising with third parties.

You will be smart, energetic, professional and engaging. You will have excellent communication and problem solving skills, and will thrive in a hardworking, fast paced entrepreneurial environment. Ideally you will have 2+ years of experience in a similar role, and will aspire to use your organisational and administrative strengths across a range of areas of the business, always willing to help where possible.

Benefits

A competitive salary dependent on experience

20 - 25 days annual leave+

Contributory pension scheme (from 1st April 2015)

Choice of private medical insurance or health cash plan

Cycle to work scheme

Childcare vouchers

Educational bursary to support professional development

Work environment

A dynamic open plan environment in the heart of central London

Free breakfast; fruit delivered weekly and cakes on your birthday.

Regular social events - including Vodka rounders in Hyde Park, regular table tennis competitions and Christmas Party

Games room with table tennis table

+ Dependent upon previous experience and length of service