

refreshing opportunities



Our client, a leading European private equity firm is expanding their Jersey office and are creating new and exciting opportunities to join their dynamic and fast moving team.

Assistant/Office Manager

Personal Assistant to two Senior Executives who can coordinate and plan on their behalf to maximise on their effectiveness and efficiency and ensure the smooth running of the Jersey office. Potential candidates will be required to possess a high degree of IT awareness and proficient in the use of applications such as MS Office, Outlook, Word, Excel, PowerPoint.

Company Administrator

Working as part of the internal finance team, to assist with all aspects of administration and related company secretarial duties. Requires at least two years experience to date working in a team office based environment and either holding or working towards a recognised qualification. ICSA/STEP would be advantageous.

A competitive remuneration package, reflecting the importance of the positions will be available to the right candidates.

Applicants should apply personally to Edith Coleman for a confidential discussion about the positions.



Hassell Blampied Associates
Professional Recruitment Consultants

Hassell Blampied Associates
Anley House, Anley Street
St Helier, Jersey JE2 3QE
E: edith.coleman@hassellblampied.com
T: 01534 750100
www.hassellblampied.com