



DEPUTY OFFICE MANAGER

HELLO, HEJ, GUTENTAG, MOI – IS IT YOU WE'RE LOOKING FOR?

At MCF, we value an entrepreneurial mindset and true team players. We're looking for an enthusiastic communicator who is willing to take on a variety of tasks. If that sounds like you, apply to become a Deputy Office Manager in our London office.

WHAT YOU'LL DO

- Work closely with the Office Manager and the Senior Management
- Compliance-related KYC checking
- Credit card reconciliations, VAT return prep and travel return management for senior staff
- Booking travel arrangements (transport, accommodation) & preparing itineraries
- Setting up meeting rooms, meeting and greeting visitors, clients and guests
- Liaising with clients, third party suppliers and others by telephone and in person
- Full administrative support to the office

WHAT YOU'LL GET

- 3 days a week with no less than 2 days working in the office (discussion on school holidays)
- 18 days holiday per year (pro-rated for the contracted number of work days)
- Company mobile phone
- Workplace Pension
- Pilates teacher who visits the office twice monthly for group class
- Modern office near Piccadilly Circus and St James' Park
- Attend annual off-site event usually held in a UK/European city

WHAT YOU'LL BRING

- Experience within a similar administrative support role within the Corporate or Professional Services sector
- "Can do" attitude, willing to help no matter what the task; confident, professional well-mannered
- Must be friendly, approachable and able to multi-task
- The ability to work in a fast-paced environment, and balance priorities to meet deadlines
- Able to work equally effectively on their own initiative, or as part of a team
- Excellent communication skills - Verbal and written, with a keen eye for detail

Apply [here](#), no later than February 15th by submitting your CV and cover letter.

WHO WE ARE

MCF is a leading independent M&A advisory firm with a focus on cross-border and mid-market transactions. Our multinational team works from 4 offices across Northern Europe and with the support of our transatlantic partners D.A. Davidson & Co., we provide best-in-class deal capabilities for large corporates, leading mid-sized companies, private equity and family offices worldwide.

To find out more about us, our benefits, culture and commitment to diversity and inclusion, visit our [website](#). We strongly encourage candidates from all backgrounds and especially underrepresented groups to apply – we value different points of view.

