



Position description

Position:	Executive Assistant / Business Analyst	Location:	Baker Street, London
Hours:	09:00 – 18:00 Monday - Friday	Duration:	Full-time permanent role
Reports to:	Managing Director / Investment Director	Remuneration:	£40K - £45K per annum

About Apex

A privately owned company based in Baker Street London, Apex Housing Group specialises in property management and social housing solutions plus property and airspace development.

Established in 2008 as Apex Housing Solutions, we've grown steadily to provide housing services to local London authorities and work closely with Brent, Barnet, Camden, Royal Borough of Kensington and Chelsea, Haringey, Lewisham, Ealing, Hackney, Merton and Tower Hamlets boroughs.

In addition we provide property letting solutions to corporates, tenants and over 200 landlords, many with property portfolios in the hundreds. We lease and fully manage properties, providing landlords with guaranteed rent, no management fees, hidden charges or void periods.

We also redevelop existing, and construct new, residential apartments, plus we're an industry leading builder of new homes on unused 'airspace' above residential and commercial building rooftops. Apex Airspace Development is pioneering the conversion of untapped rooftop spaces into high quality apartment living. New apartments can be developed using off-site modular construction, minimising disruption to existing tenants and the local neighbourhood. Through our airspace developments we enhance each building's façade, unlock property values for owners, and help address London's housing shortage.

The role

An exciting opportunity has arisen for an Executive Assistant / Business Analyst to join our highly experienced and growing team in London.

This is a full-time permanent role offering a competitive salary depending on experience.

Responsibilities include:

- Preparing reports which indicate our future forecasts
- Daily updates to the Managing Director regarding pending / outstanding issues
- Analysing property data
- Modelling and producing property deals
- Compiling information, plus creating presentations and highly detailed documentation
- Providing backup support for senior managers
- Updating on project reporting
- Participating in company-wide initiatives and assisting with special projects as required
- Protecting operational confidentiality

The candidate

You will:

- Have previous experience as a business analyst and an understanding of project management
- Communicate effectively with people at all levels
- Have strong organisational and pre-planning skills



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- Be able to work autonomously and collaboratively
- Be a problem solver, adaptable and open to change
- Thrive on new challenges, and be able to work well under pressure whilst remaining positive
- Have a full clean driving licence

Benefits

£40k - £45K per annum