

**\*\* NEW JOB\*\***- A consultancy firm is seeking an Administrative Assistant. Based in Bond Street and paying £25,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Administrative Assistant

Location: Bond Street

Salary: £25,000

### **Key responsibilities and accountabilities**

- Using the internal systems to process expenses, time entry and on occasion, researching travel and accommodation options, liaising with MD Assistants to ensure seamless support is provided to Managing Directors (MDs) within the appropriate timescales.
- Liaise with other Administrative Professionals across the firm to provide proactive support to them as required. This may include booking meeting rooms and general administration tasks, such as printing, scanning, photocopying, binding and filing.
- Assisting with collecting and distributing daily incoming and outgoing post to other Administrative Professionals, if required.
- Liaising with other support teams as required e.g. IT, Finance, OM & Facilities, and HR in order to resolve queries quickly and efficiently.
- Helping other Administration Assistants where necessary and providing cover for holiday/sickness.
- Complete adhoc projects/tasks on request as required.

### **Background and qualifications**

- Prior experience working in a similar professional environment would be an advantage
- Strong Microsoft skills essential (good working knowledge of Word and Excel)
- Educated to GCSE level or equivalent, with a grade 'B' or above in English Language and Maths

### **Personal competencies**

- High level of accuracy and attention to detail

- Excellent organisational skills - ability to manage own workload, prioritise conflicting demands, multi-task and work to tight and structured deadlines
- Ability to learn new systems quickly
- Proactive, self-motivated and able to work on own initiative whilst having the confidence to ask questions when unsure
- Excellent communication skills
- Discreet and able to handle sensitive information in confidence
- A 'can-do' attitude is essential – willing and eager to help others and get involved
- Confident, friendly and professional approach together with a good sense of humour