

**\*\* NEW JOB\*\***- A global financial services firm is seeking a Team Assistant. Based in London Bridge and paying £29,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Team Assistant

Location: London Bridge

Salary: £29,000

### **About the role**

- Receive, record, file and/or distribute correspondence appropriately.
- Prepare and format documents as requested, according to established company standards and branding guidelines.
- Provide information in response to basic enquiries (whether by telephone, email, etc) and action or redirect them appropriately.
- Provide basic secretarial and administrative support e.g. basic diary administration, photocopying etc.
- Arrange core services, such as meeting rooms, routine travel and couriers.
- Maintain appropriate filing and other secretarial and administrative systems in accordance with company procedures and standards.
- Provide cover for others in the team as requested.
- Review and agree workload on a daily/weekly basis.
- Exercise confidentiality, discretion and personal sensitivity in all aspects of role.
- Compliance with company policies & procedures in all aspects of role.
- Build and maintain effective relationships.
- Respond to requests on a timely basis.
- Deliver accurate and timely work (alerting supervisor to any conflicting deadlines).
- Use office technology e.g. MS Office etc and internal systems.

### **Requirements**

**Applicants will have experience working in an office environment in an administrative role. You must be able to demonstrate;**

- GCSE Maths and English or equivalent
- Previous office experience working in a team

- Experience in using and competence with MS Word
- Strong communication skills both written and verbal
- Willingness to learn
- Demonstrate an understanding of the company
- Professional attitude
- Ability to build strong internal relationships