

**** NEW JOB**** A property company is seeking an Administrative Assistant. Based in Kensington and paying up to £25,000. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Administrative Assistant

Location: Kensington

Salary: Up to £25,000

Office Administration:

- Organisation of launches at properties – organising caterers and invitations
- Tagging keys and maintaining key register system
- Instruction letters, compiling terms and conditions, producing register cards
- Production of property details – printing digital details – distributing details of all new properties to other agents and relocation agents
- Updating the website with all new property details
- Answering telephone, making appointments, speaking to clients/applicants in reception as appropriate
- Liaising with the board company to put up property boards
- Maintaining filing systems – for details, invoices, etc.
- Mail merges for quarterly lettings reviews and other ad hoc mail outs throughout the year
- Ordering stationery for office
- Inputting deals data in to the database

Professional experience and personal skills profile

Qualifications/Education Required.

- 2 years+ experience in a similar secretarial role
- You will be very well presented, have a clear, confident speaking voice, cheerful personality and positive working attitude.
- This role requires an individual with the ability to communicate and deal with others at all levels in a polite, professional, friendly and helpful manner, both face to face and on the telephone.

- The successful candidate will be flexible, self-motivated, organised and pro-active with good computing skills, excellent administration skills and the ability to adapt to a wide range of tasks. They will also have a “hands on” attitude and possess the necessary skills, manner and experience to provide an effective support service to the department/office.
- A proven background in Reception and Administration and an interest in property is also important.