

**** NEW JOB**** A property firm is seeking a Junior PA. Based in Piccadilly and paying £24,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Junior PA

Location: Piccadilly

Salary: £24,000

Duties:

- PA duties for the two Directors
- Assisting Senior Secretary as required
- Acting as main point of contact at Reception with meeting and greeting visitors
- Diary management
- Organising travel arrangements for the Directors
- Monitoring and ordering of stationery and office equipment
- General office administration duties

Requirements:

- Must be happy to work in a small team
- Must possess good communication skills and be friendly & enthusiastic.