

****NEW JOB**** A prestigious property company are seeking an Administrative Assistant. Based in St Johns Wood and paying £21,000.

Job: Admin Assistant

Location: St Johns Wood

Salary: £21,000

Key Activities

- Providing full administrative support to the national Rating team
- Dealing directly with clients and agents over the telephone and taking messages
- Management of Dynamics data including creation of instructions, managing of contacts, running conflict checks and raising invoices
- Daily management of incoming post and recipient of emails to generic mail inboxes
- Daily management of the software system, including entry and maintenance of all data
- Creation of and management of files and filing system, including administration of archive filing
- Assisting with marketing initiatives including internal presentations and meetings and external seminars, as well as Internet/Website updates
- Assisting with external communications, including e-bulletins, blogs and other mailouts
- Diary management, including internal and external meetings and travel when required
- Typing correspondence and reports including collating, printing and binding when required
- Updating and/or producing fee sheets, spreadsheets, presentations, reports, pitches and correspondence
- Attend team meetings and take minutes if necessary
- Assist the Head of Department with administrative duties including holidays management, attendance records and expense claims for the team
- Maintain a high level of professionalism when dealing with clients and colleagues
- Exercise confidentiality and discretion at all times

In addition to the tasks described above, the job holder may be required to carry out other duties as may reasonably be required from time to time

Skills, Knowledge and Experience

- Good Microsoft Office skills including maintaining spreadsheets, mail merge documents, preparation of PowerPoint presentations.
- Ability to work in a team and understand team dynamics, including supporting multiple people across different locations.
- Proven ability to organise own and others' deadlines as well as co-ordinating meetings, events, and overall workload of the team where required.
- Experience of communicating in writing and verbally to both internal and external clients in a professional, clear and succinct manner.
- Excellent numerical skills to assist with analysis of spreadsheets and statistics.
- Proven ability to juggle workloads, re-prioritising tasks based on greatest need.
- Used to a busy working environment and able to cope with deadlines and pressure.
- Proven experience delivering outstanding client care with a clear understanding of how clients should be managed.
- Ability to review documents and highlight errors to ensure all written work is accurate and of a high standard.
- Reliable and able to handle confidential matters and be discreet at all times