

****NEW JOB**** A real estate agency based in Mayfair are seeking an Office Manager. Paying £21,000. If you are interested, please send your CV to alice.short@questprofessional.co.uk

Job: Office Manager

Location: Mayfair

Salary: £21,000

Office Manager Job Purpose:

Support the company by organising and co-ordinating office operations and procedures in order to ensure organisational effectiveness and efficiency.

Office Manager Job Duties:

- Maintain office services by organising office operations and procedures;
- Organising contracts for office equipment/services;
- Diary management;
- Meet and greet visitors to the office;
- Switchboard;
- Designing and maintaining filing systems and controlling the flow of stock such as stationery, canteen and other materials;
- Typing of reports/correspondence including audio typing;
- Ad hoc research;
- Liaising with IT company;
- Bookkeeping for the main office and management properties;
- Updating company website and social media;
- Post;
- Health & safety responsibilities;
- Facilities management;
- Turning their hand to any other role that arises in a small private practice

Skills/Qualifications:

- Microsoft (Outlook, Word, Excel);
- good typing speed and accuracy including audio typing/reports/understanding of property terms;
- knowledge of bookkeeping and Sage;
- understanding of social media;
- very good sense of humour.