

**\*\*JOB\*\*** A well-known property company are seeking a Team Assistant. Paying up to £25,000 and based in Oxford Circus. If you are interested please send your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

**Job Title:** Team Assistant

**Location:** Oxford Circus

**Salary:** £25,000

**Job Role:**

Provide administrative support to assist the National Planning Coordinator, including:

- └ Completion of timesheets and processing of expenses for two senior Directors
- └ Providing billings cover, including raising invoices, management of disbursements, billings spreadsheet, fee forecast spreadsheet and credit control
- └ Assisting in collating material to be used for National business development/pitch materials, including case studies, CVs and brochures
- └ Sending out weekly jobs reports to teams and ensuring rota is in place to attend other team meetings outside of the Division
- └ Managing and maintaining client and target lists including Outlook/Dynamics contacts, marketing lists
- └ Updating and formatting reports, correspondence, spreadsheets and presentations
- └ Assisting with organising department and Division events such as meetings, seminars, conferences and lunches, and helping to ensure actions are achieved and minutes circulated
- └ Providing cover to the rest of the London admin team where necessary
- └ Processing purchase invoices

General office administration where required, including:

- └ Handling telephone calls and taking messages
- └ Management and maintenance of job files
- └ Booking rooms, diary management where necessary
- └ Assisting with travel arrangements
- └ Opening and closing of jobs
- └ Archiving of completed jobs
- └ Printing, binding and collating documents

**Other Responsibilities**

- └ Develop and maintain active communication with other teams across the business
- Maintain a high level of professionalism with both clients and colleagues

**Person Specification**

- └ Excellent administration and time management skills
- └ Excellent IT skills including Microsoft Office and Outlook

- └ Excellent verbal and written communication skills
- └ Ability to quickly build rapport and long-standing relationships
- └ Team player, with the ability to work well under pressure
- └ Adaptable, organised and reliable with excellent attention to detail