

**\*\* NEW JOB\*\***- A global banking and financial services company based near Liverpool Street are seeking an Administrative Assistant. Paying up to £23,000. If you are interested please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Team Assistant

Location: Liverpool Street

Salary: Up to £23,000

**Job description**

**Key responsibilities:**

- Answering incoming phone calls
- Meeting and greeting clients where appropriate
- Diary management and making travel arrangements
- Preparing materials for meetings
- General office admin where necessary; typing, filing, scanning and stationary orders.

**Key skills:**

- Highly proficient in Microsoft Office: Word, PowerPoint, Excel and Outlook.
- Excellent written and verbal communication skills
- Ability to be a team player but also a self-motivated individual
- Hardworking and enthusiastic attitude
- Extremely organised with a keen attention to detail
- Capability of multi-tasking and prioritising tasks at hand

