

**\*\* NEW JOB\*\*** A Business Management Consultancy firm are seeking an Administrative Assistant. Based near Chancery Lane and paying £23,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Admin Assistant

Location: Chancery Lane

Salary: Up to £23,000

**Job description:**

**Key responsibilities and accountabilities:**

- Processing expenses, time entry and occasionally researching travel and accommodation options, liaising with MD Assistants to ensure seamless support is provided to Managing Directors (MDs) within the appropriate timescales.
- Liaise with other Administrative Professionals across the firm to provide proactive support to them as required. This may include booking meeting rooms and general administration tasks, such as printing, scanning, photocopying, binding and filing.
- Assisting with collecting and distributing daily incoming and outgoing post to other Administrative Professionals, if required.
- Liaising with other support teams as required e.g. IT, Finance and HR in order to resolve queries quickly and efficiently.
- Helping other Administration Assistants where necessary and providing cover for holiday/sickness.
- Complete adhoc projects/tasks on request as required.

**Skills needed:**

- Strong Microsoft skills essential (good working knowledge of Word and Excel)
- High level of accuracy and attention to detail
- Excellent organisational skills - ability to manage own workload, prioritise conflicting demands, multi-task and work to tight and structured deadlines

- Proactive, self-motivated and able to work on own initiative whilst having the confidence to ask questions when unsure
- Excellent communication skills
- Discreet and able to handle sensitive information in confidence
- A 'can-do' attitude is essential – willing and eager to help others and get involved